

HUAWEI nova 8i

User Guide



HUAWEI

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Essentials

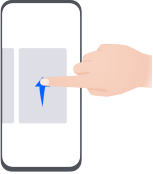
Basic Gestures

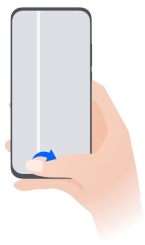
Basic Gestures and Shortcuts

 This feature may vary by device.

System Navigation Gestures

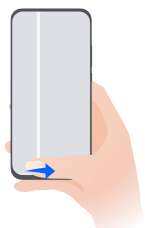
Go to **Settings > System & updates > System navigation**, and confirm that **Gestures** is selected.

	Return to the previous screen Swipe inward from the left or right edge to return to the previous screen.
	Return to the home screen Swipe up from the bottom of the screen to return to the home screen.
	View recent tasks Swipe up from the bottom of the screen and hold to view recent tasks.
	Close an app When viewing recent tasks, swipe up on an app preview to close the app.



Switch apps

- Slide along the bottom edge of the screen.
Before using this gesture, go to **System navigation** > **Settings** and confirm that **Slide across bottom to switch apps** is enabled.
- Swipe across the bottom of the screen in an arc.

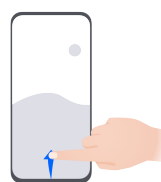


More Gestures



Access Home screen editing mode

Pinch two fingers together on the home screen.



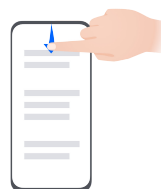
Display the shortcut panel on the lock screen

Swipe up from the bottom of the lock screen.



Display the search bar

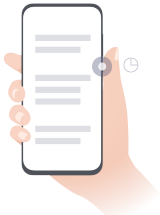
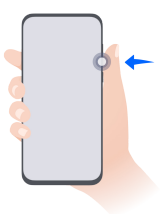
Swipe down on the home screen.



Open the notification panel

Swipe down from the status bar.

Button Shortcuts

	Power off and restart Press and hold the Power button until the Power off and Restart options appear.
	Increase the volume Press the Volume up button.
	Decrease the volume Press the Volume down button.
	Take a screenshot Press the Volume down and Power buttons simultaneously.
	Ultra snapshot Double-press the Volume down button when the screen is off or locked to take a photo.

 This feature may vary by device.

System Navigation

Change the System Navigation Mode

Navigate with Gestures

Go to **Settings > System & updates > System navigation**, and select **Gestures**.

You can then:

- Go back to the previous screen: Swipe inward from the left or right edge.
- Return to the home screen: Swipe up from the bottom of the screen.

- Access the recent tasks screen: Swipe up from the bottom of the screen and hold.
- Close an app: From the recent tasks screen, swipe up on an app preview. Swipe down on an app preview to lock an app. A locked app will not be cleared when you touch  on the recent tasks screen.
- Switch apps: Swipe across the bottom of the screen in an arc. Or when **Slide across bottom to switch apps** is enabled, swipe across the bottom edge of the screen.

You can also turn on the **Show navigation bar** switch in **Settings** to display the navigation bar at the bottom of the screen, indicating the start position for your upward swipes.

 This feature may vary by device.

Use Three-Key Navigation

Go to **Settings > System & updates > System navigation**, and select **Three-key navigation**.

You can then:

- Touch  to return to the previous menu or exit the current app.
- Touch  to return to the home screen.
- Touch  to access the recent tasks screen.

You can touch **Settings** to configure more settings.

- Select a navigation key combination.
- Enable **Hide navigation keys** to allow you to hide the navigation bar when not in use.
- Touch  (if available in the selected navigation key combination) to open the notification panel.

Use the Navigation Dock to Operate the Phone

Go to **Settings > System & updates > System navigation > More**, and enable **Navigation dock**.

After the Navigation dock button appears, you can:

- Drag the button to your desired position.
- Touch the button to go back.
- Touch and hold the button, then release it to go back to the home screen.
- Touch and hold the button, then swipe left or right to view recent tasks.

 The feature availability varies by device.

Lock and Unlock Your Screen

Lock and Unlock Your Screen

Lock the Screen

If your phone remains inactive for a period of time, it will automatically lock the screen and enter sleep mode to save power.

Alternative, you can manually lock the screen in either of the following ways:

- Press the Power button.
- On the home screen, pinch two fingers together to enter screen editing mode. Touch **Widgets**, then drag the **Screen Lock** icon to the home screen. You can now touch the **Screen Lock** icon to lock the screen.

Set the Screen Timeout Period

Go to **Settings > Display & brightness > Sleep** and select a screen timeout period.

Turn On the Screen

You can turn on the screen in any of the following ways:

- Press the Power button.
- Go to **Settings > Accessibility features > Shortcuts & gestures > Wake screen**, and enable **Raise to wake**, **Double-tap to wake**, and/or **Show palm to wake**. Then use the corresponding feature to turn on the screen.

 If your phone does not have this option, it indicates that this feature is not supported.

Unlock the Screen with Password

Once the screen is turned on, swipe up from the middle of the screen to display the password input panel. Then, enter your lock screen password.

Use Face Unlock

Turn on the screen and align it with your face. Your phone will unlock once your face is recognized.

Unlock Your Phone with Your Fingerprint

Press an enrolled finger against the fingerprint sensor to unlock your phone.

Change the Lock Screen Display

When using an official theme, you can set to display your step count and signature on the lock screen.

Display Your Signature on the Lock Screen

Go to **Settings > Home screen & wallpaper**, touch **Lock screen signature**, then type text to display on the lock screen.

To remove the signature, touch **Lock screen signature** and delete the text.

Access Apps from the Lock Screen

You can access commonly used apps, such as Camera, Recorder, and Calculator, from the lock screen.

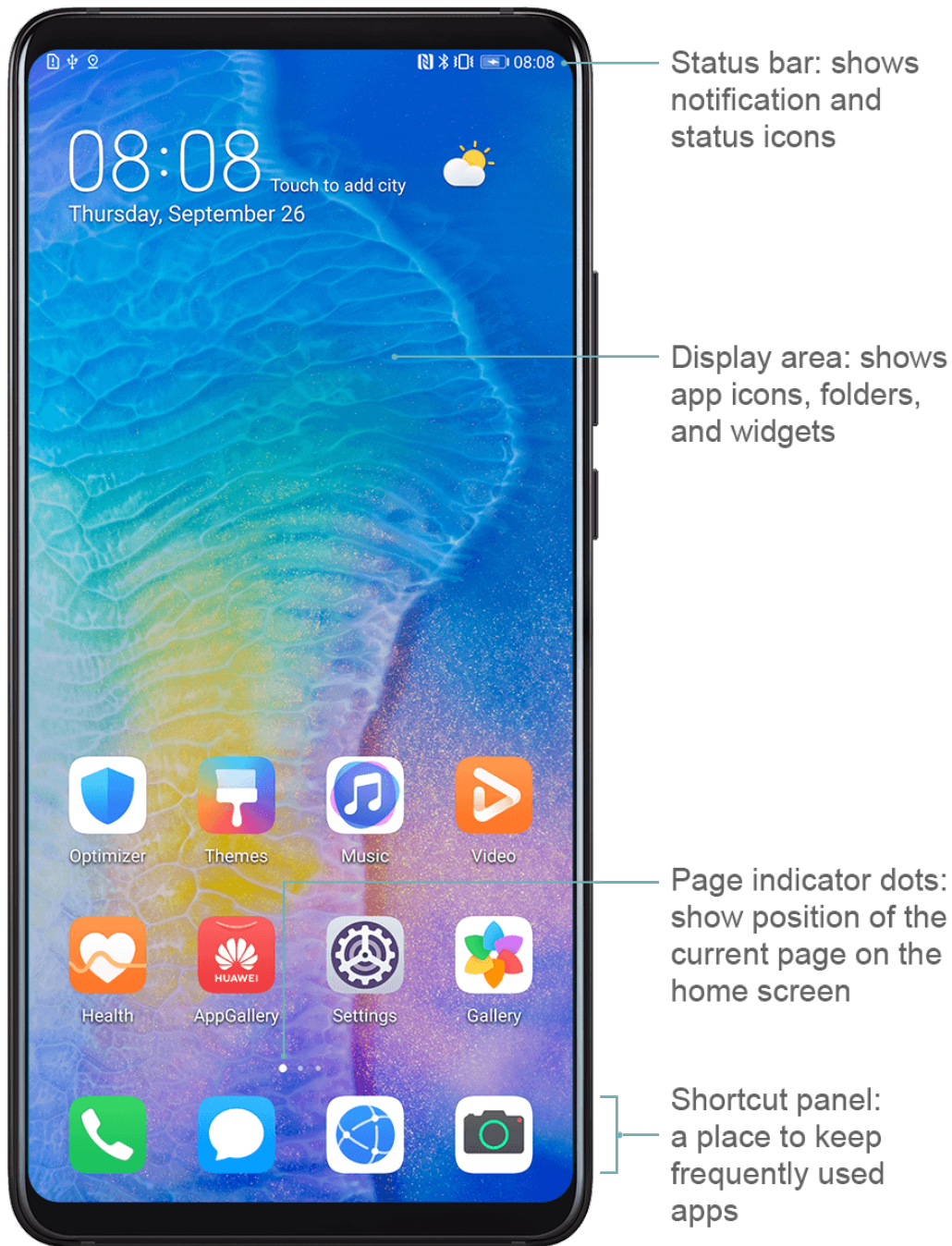
- Turn on the screen, and swipe up on the Camera icon in the lower right corner to open **Camera**.
- Turn on the screen, and swipe up from the bottom of the lock screen to open the shortcut panel. Then touch the app you wish to access from the available shortcuts, such as **Flashlight**, **Calculator**, or **Timer**.

Get Familiar with the Home Screen

Get Familiar with the Home Screen

From the home screen, you can:

- Check the status of your phone and notifications from the status bar at the top of the screen.
- Swipe left or right to view apps and widgets displayed on the home screen.



Notification and Status Icons

Notification and Status Icons

- i** Network status icons may vary depending on your region or network service provider. Supported functions vary depending on the device model. Some of the following icons may not be applicable to your phone.

	5G network connected		4G network connected
	3G network connected		2G network connected
	Full signal strength		Roaming

	Data saver enabled		No SIM card detected
	Hotspot enabled		Hotspot connected
	Wi-Fi connected		Hotspot disconnected
	Switching network through Wi-Fi+		Alarm set
	Battery empty		Low battery
	Charging		Quick charging
	Super charging		Super wireless charging
	Quick wireless charging		Regular wireless charging
	Power Saving mode enabled		Digital Balance enabled
	Bluetooth enabled		Bluetooth device battery
	Bluetooth device connected		VPN connected
	Driving mode		Projection device connected
	Location service enabled		Eye Comfort mode enabled
	Headset connected		Headset with a microphone connected
	Call in progress		VoLTE enabled
	Missed call		Unread SMS
	Silence		Vibration
	NFC enabled		Do Not Disturb mode enabled
	Data syncing		Data sync failed
	Performance mode enabled		New email
	Event reminder		More notifications



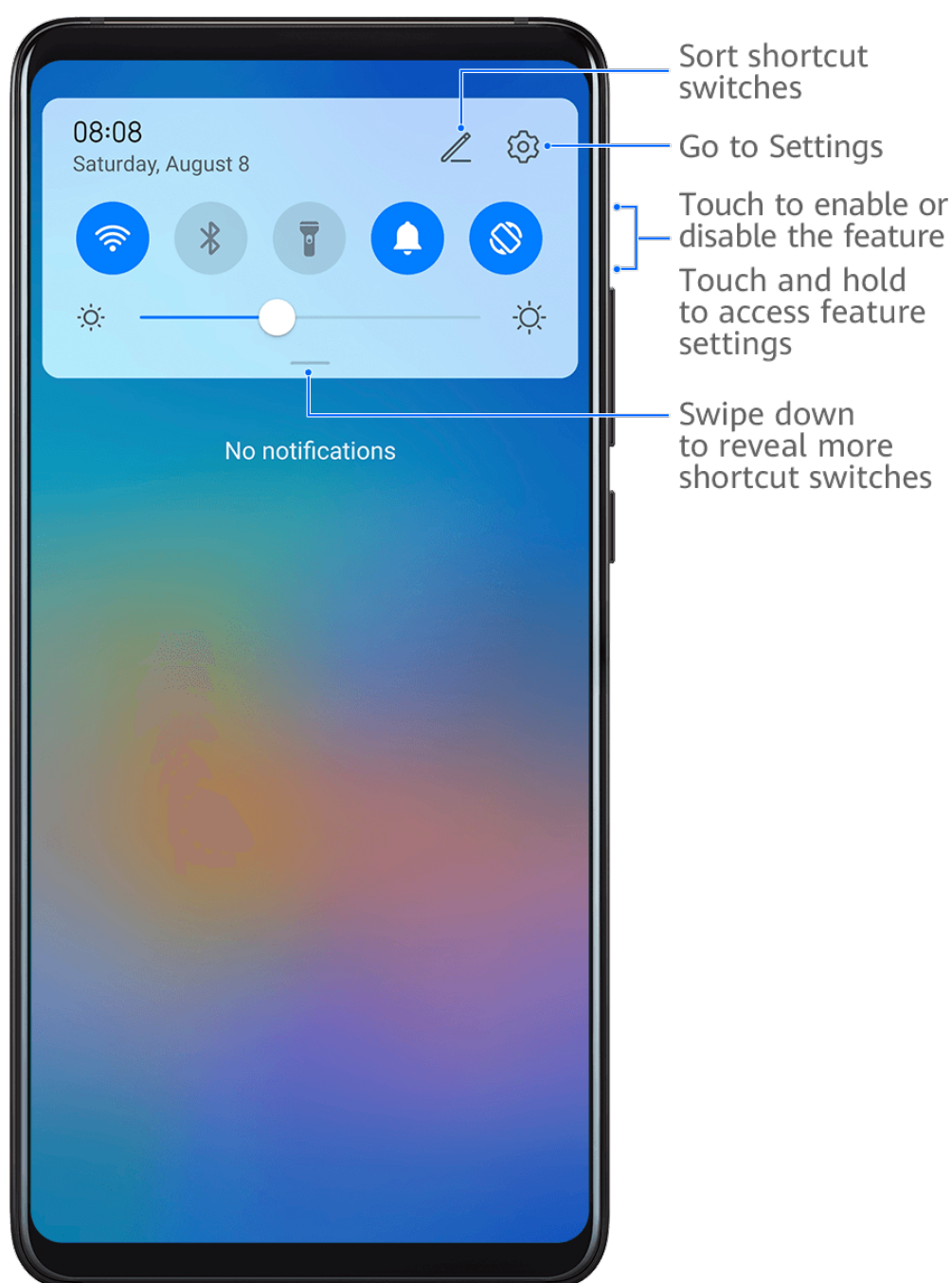
Airplane mode enabled

Shortcut Switches

Use Shortcut Switches

Turn on a Shortcut Switch

Swipe down from the status bar to open the notification panel, then swipe down on it again to show all shortcuts.



- Touch a shortcut switch to enable or disable the corresponding feature.

- Touch and hold a shortcut switch to access the settings screen of the corresponding feature.
(Supported by some features.)
- Touch  to access the system settings screen.

Customize Shortcut Switches

Touch , touch and hold a shortcut switch, then drag it to the desired position.

Quickly Access Frequently Used App Features

Access Frequently Used App Features from the Home Screen

You can access frequently used features of certain apps from app icons on the home screen, and even add shortcuts for these features to the home screen.

Quickly Access Frequently Used App Features

Touch and hold an app icon until a pop-up menu is displayed, then touch a frequently used feature to access it.

For example, touch and hold the  icon, then touch a shooting mode, such as Selfie or Video, from the pop-up menu to access it.

-  If no pop-up menu is displayed after you touch and hold an app icon, it indicates that the app does not support this feature.

Add Frequently Used App Features to the Home Screen

Touch and hold an app icon on your home screen to bring up the pop-up menu. Touch and hold the desired feature and drag it to your home screen to create a shortcut.

Home Screen Widgets

Add, Move, or Delete Home Screen Widgets

You can add, move, or delete home screen widgets, such as Screen lock, Weather, Notepad, Clock, Contacts, **Petal Search** and Calendar, according to your personal requirements.

Add Weather, Clock, and Other Widgets to the Home Screen

- 1 Pinch two fingers on the home screen to access Home screen settings mode.
- 2 Touch **Widgets**, then swipe left to view all widgets.
- 3 Some widgets, such as **Weather**, come in various formats. Touch the widget to show all formats, and swipe right to collapse.
- 4 Touch a widget to add it to the home screen. If there is no room on the current screen, touch and hold it, then drag it to a different screen.



To configure the **Weather** app, open it, and touch  to set the configurations as prompted.

For example, to switch between Celsius and Fahrenheit, go to  > **Temperature unit**, and select the unit of temperature you want.

Move or Delete a Widget

On the home screen of your device, you can touch and hold a widget to drag it to anywhere on the screen, or touch **Remove** to delete it.

Set Your Wallpaper

Set Your Wallpaper

Use a Preset Wallpaper

- 1 Go to **Settings > Home screen & wallpaper > Wallpaper**.
- 2 Touch an image you want to set as the wallpaper.
- 3 Set the following according to your preferences:
 - **Blur**: applies a blur effect, which can be adjusted by dragging the slider.
 - **Scrollable**: enables the wallpaper to be scrollable on the home screen.
- 4 Touch , then determine whether you'd like to set it as the wallpaper for the **Lock screen**, **Home screen**, or **Both**.

Screenshots & Screen Recording

Take a Screenshot

Use a Key Combination to Take a Screenshot

Press and hold the Power and Volume down buttons simultaneously to take a screenshot.

Use a Shortcut to Take a Screenshot

Swipe down from the status bar to open the notification panel, then swipe down on it again to show all shortcuts. Touch  to take a screenshot.

Share and Edit a Screenshot or Switch to Scrollshot



After you take a screenshot, a thumbnail will be displayed in the lower left corner of the screen. You can then:

- Swipe down on the thumbnail to take a scrolling screenshot.
- Swipe up on the thumbnail to select a way to share the screenshot with your friends.
- Touch the thumbnail to edit or delete it. You can also touch **Scrollshot** to take a scrolling screenshot.

Screenshots are saved to **Gallery** by default.

Swipe Down Using Three Fingers to Take a Screenshot

- 1** Go to **Settings > Accessibility features > Shortcuts & gestures > Take screenshot**, and ensure that **Three-finger screenshot** is enabled.
- 2** Swipe down from the middle of the screen with three fingers to take a screenshot.

View and Clear Notifications

View and Clear Notifications

View Notifications

When there is a notification reminder, you can unlock the screen and swipe down from the status bar to open the notification panel and view the notification.

Clear Notifications

- You can remove a notification by swiping right on it.
- You can touch  to clear all notifications.
-  Some system notifications and notifications from apps running in the foreground cannot be cleared.

Do Not Disturb Settings for Notifications

If you wish not to be disturbed by a notification, swipe left on it, touch , and choose from options including **Disable notifications**, **Use gentle notifications**, and **DELAY**.

-  Some system notifications and notifications from apps running in the foreground cannot be disabled or delayed.

Adjust Sound Settings

Adjust Sound Settings

Press a Volume Button to Adjust the Volume

Press the Volume up or down button to adjust the volume.

Press the Power Button to Mute Your Device When It Rings

When your phone rings for an incoming call or alarm, you can press the Power button to mute it.

Change the Sounds and Vibration Settings

You can set the messaging tone, notification tone, and call ringtone depending on your preferences, as well as set the vibration pattern.

- 1 Go to **Settings > Sounds & vibration**, and touch **Phone ringtone**, **Messaging tone**, or **Notification tone**.
 - 2 You can then:
 - Set the tone.
Select a preset tone, or touch **Music on device** to select a locally saved song.
If two SIM cards are being used, you can set the tones for them individually.
 - Set the vibration pattern.
Touch **Vibration** and select a vibration pattern as you prefer.
-  The feature availability varies by device.

Use a Shortcut to Switch Between Sound, Vibration, and Silent Modes

- 1 Swipe down from the status bar to open the notification panel, then swipe down on it again to show all shortcuts.
- 2 Touch the  **Sound**,  **Silent**, or  **Vibration** icon to switch between different modes.

In Sound mode, your phone plays all sounds as normal.

In Silent mode, your phone only mutes the ringtones for incoming calls, messages, notifications, and some third-party app notifications. Other sounds, including alarms, voice calls, music, videos, and games, will not be muted.

In Vibration mode, your phone is muted and vibrates to provide discreet alerts for calls or messages.

You can also go to **Settings > Sounds & vibration** to switch between **Sound**, **Vibration**, and **Silent** modes.

System Haptics

The system uses haptics to provide feedback when certain operations are completed, such as when you touch and hold text, a contact, or some other elements on the screen.

Go to **Settings > Sounds & vibration > More settings** and enable or disable **System haptics** according to your preferences.

Set the Default Volume

Go to **Settings > Sounds & vibration**, and you can then set the volume for the following items:

- **Ringer, Messages, Notifications**
- **Alarms**
- **Music, Videos, Games**
- **Calls**

Set More settings

On the **Sounds & vibration** screen, touch **More settings**, and set more notification methods according to your preferences. For example, you can set **Keypad tones** and **Screenshot**.

 This feature may vary by device.

Enter Text

Select, Copy, Paste, or Share Text

You can select text displayed on your screen, copy or cut it to the clipboard, then paste it somewhere else. You can also share it in multiple ways.

- 1 Touch and hold the text until  appears.
 What happens after you touch and hold the text may vary by app. Follow the onscreen instructions.
- 2 Drag  and  to select the text you need, or touch **Select all** to select all text.
- 3 Touch **Copy** or **Cut** as needed.
- 4 Touch and hold the space where you want to paste the text until **Paste** appears, then touch **Paste**.

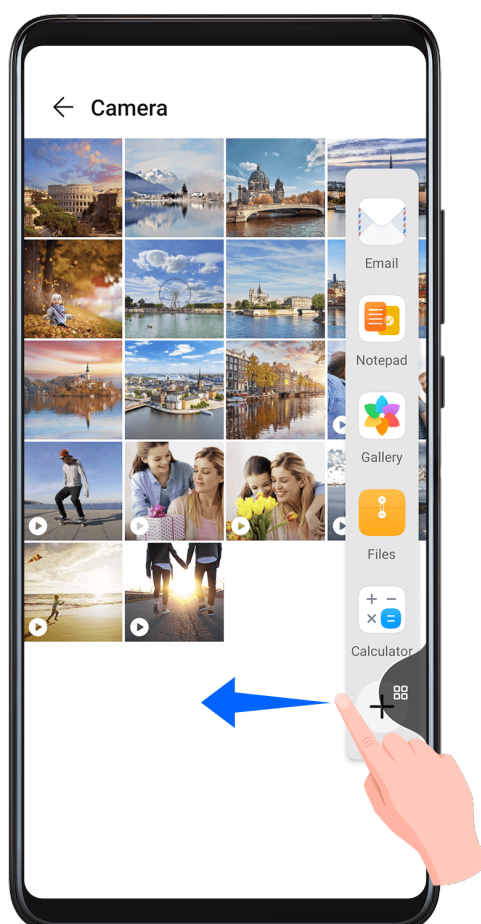
multi-window

Enable Split-screen Mode

Multi-Window allows you to open apps in split screen for multitasking.

Enable split-screen mode:

- 1 Open an app and swipe inward from the left or right edge and hold to bring up the Multi-Window dock.



- 2 Drag an app icon out of the Multi-Window dock.

Switch the split-screen panes:

Touch and hold  at the top of a split-screen pane until the pane shrinks, then drag it to the other side of the screen to switch panes.

Exit split-screen mode:

Touch and hold  or  in the middle of the split screen line and drag it until either pane disappears.

-  • Support for split-screen mode varies by app.
- Split-screen mode is limited to two apps at any given time.

Drag and Drop Between Apps with Multi-Window

Use the Multi-Window feature to easily drag and drop images, text, and documents between apps.

- Drag and drop an image: When taking notes with **Notepad**, open **Files**, select the photo you want to add, and drag it into the **Notepad** editor.
- Drag and drop text: When sending an SMS message, open **Notepad**, touch and hold the text you want to send, and drag it into the message text input box.
- Drag and drop a document: When writing an email, open **Files**, select the document you want to attach, and drag it into the email editor.

 Not all apps fully support drag-and-drop with Multi-Window.

Add, Move, or Remove an App from the Multi-Window Dock

- Add an app: In the Multi-Window dock, touch , touch the app you want to add, then touch **Done**.
- Move an app: In the Multi-Window dock, touch , drag the desired app to any location in the dock, then touch **Done**.
- Remove an app: In the Multi-Window dock, touch , touch  in the upper right corner of the icon of the app you want to remove, then touch **Done**.

Switch Between Split-screen and Floating Window

- Switch from Split-screen mode to floating window: Touch and hold the bar at the top of a split-screen pane, then drag it to the left/right side of the screen when in Portrait mode or to the lower edge when in Landscape mode.
- Switch from floating window to Split-screen mode: Touch and hold the bar at the top of the floating window, then drag it to the upper/lower part of the screen when in Portrait mode, or to the left or right when in Landscape mode.

Multi-Window View for a Single App

You can create two task windows for the same app (such as Email and Notepad), and drag images, text, or documents between them.

 This feature is unavailable in some apps.

1 Enter the split-screen view within an app.

- Open the Email app.
- Swipe inward from the left or right edge of your phone and hold to bring up the Multi-Window dock.
- Touch and hold the Email icon, and drag it to the screen to enter split-screen view.

2 Drag images, text, or documents between the split-screen windows.

- **Drag an image:** Select an image from one split-screen window and drag it to the other window.
- **Drag text:** Touch and hold the text and select the desired part from one split-screen window, then touch and hold the text again and drag it to the other window.
- **Drag a document:** Select a document from one split-screen window and drag it to the other window.

Disable Multi-Window

Multi-Window is enabled by default. To disable it, go to **Settings > Accessibility features > Multi-Window**, then disable **Multi-Window dock**.

Use the Floating Window

Open a floating window while gaming, and you can chat with a friend without missing a second of the action.

Display the floating window:

1 Swipe inward from the left or right edge and hold to bring up the Multi-Window dock.



2 Touch an app icon in the Multi-Window dock to open the app in a floating window.

Relocate the floating window:

Drag the bar at the top of the floating window to move the window to the desired location.

Resize the floating window:

Drag the bottom edge or corners of the floating window to resize it.

Display in full screen:

Touch  at the top of the floating window to display it in full screen.

Minimize the floating window:

Touch  at the top of the floating window to minimize and shrink it into a floating bubble.

 The floating bubble is able to house a maximum of 10 minimized floating windows.

Close the floating window:

Touch  at the top of the floating window to close it.

Find and Switch Between Floating Windows for Apps

You can quickly find and switch between floating windows for apps using the floating window management function.

1 Make sure that you have opened floating windows for multiple apps and minimized them into the floating ball.

2 Touch the floating ball to display all floating window previews:

- **Browse through the floating window previews:** Swipe up or down to find the floating window preview of the app you are looking for.
- **Display the floating window for an app:** Touch the floating window preview of the app to display it in a floating window.
- **Close the floating window for an app:** Touch  on the floating window preview to close it.

Power On and Off or Restart Your Device

Power On and Off or Restart Your Device

Power Your Device On and Off

To power off your device, press and hold the Power button for a few seconds, touch **Power off** and **Touch to power off**.

To power on your device, press and hold the Power button for a few seconds until your device vibrates and displays the logo.

Restart Your Device

Restart your device on a regular basis to clear the cache and keep the device in an optimal state. A restart can sometimes resolve the issue when your device encounters a problem.

Just press and hold the Power button for a few seconds, then touch **Restart** and **Touch to restart**.

Force Restart Your Phone

You can force restart your phone if it isn't working or won't turn off normally. To do this, just press and hold the Power and Volume down buttons simultaneously for 10 seconds or longer.

Charging

Charge Your Phone

Your phone will alert you when it is running out of power. Please make sure to charge your phone in time to prevent it from turning off automatically when the power runs out.

Precautions for Charging

- Charge your device using the standard charger and USB cable that came with your device. Using other chargers may result in a fire, explosion, or other hazard.
- Do not use the charger in damp areas, such as in a bathroom. Do not handle the charger with wet hands.

- Do not charge your device when there is moisture in the device.
- After you connect your device to a charger or other devices using a USB cable, your device will automatically inspect the USB port. If moisture is detected in the USB port, your device will automatically activate safety measures and stop charging. Disconnect your device from the USB port and wait until the USB port is dry.
- Do not cover your device or charger during charging.
- If your device does not power on after you press and hold the Power button, the battery may have run out. Charge for 10 minutes and then power it on.
- Disconnect the charger from this device and unplug the charger from the power socket once this device is fully charged or is not charging.
- When the battery life becomes noticeably shorter, go to an authorized Huawei Customer Service Center to replace the battery.
- It is recommended that you avoid using your device while charging.

Charging with a Charger

To ensure charging safety, use the charger and USB cable that came with your device.

1 Use a USB cable to connect the charger to your phone.

2 Plug the charger into a power socket.

When a beeping sound is heard, your phone will start charging, and the charging mode icon and current battery level will be displayed on the charging animation screen.

Icon	Charge Mode
	SuperCharge
	Fast charging
	Standard charging

Charging Your Phone with a PC

1 Connect your phone to a PC or other device using a USB cable.

2 When the **Use USB to** dialog box is displayed on your phone, touch **Charge only**. If another option has been set previously, the dialog box will not pop up. Swipe down from the status bar to open the notification panel, touch **Settings**, then select **Charge only**.

Overview of Battery Icons

You can check the battery level from the battery icon on the phone screen.

Battery Icon	Battery Level
	Less than 4% battery remaining.
	Charging, less than 10% battery remaining.
	Charging, 10% to 90% battery remaining.
	Charging, at least 90% battery remaining. If 100% is displayed next to the battery icon, or a charging complete message is displayed on the lock screen, the battery is fully charged.

Smart Features

AI Lens

Enable AI Lens

There are several methods for you to access **AI Lens**.

From Camera

Open **Camera**, select **Photo** mode, and touch  to access **AI Lens**.

From the Search Bar

When the screen is unlocked, swipe down from the center of the screen to open the search box and touch  next to the search bar to access **AI Lens**.

From the Lock Screen

When the screen is locked, turn it on, swipe up from the bottom to open the shortcuts panel, and touch  to unlock the screen and access **AI Lens**.

Scan to Shop

When you see an item you wish to buy in a magazine or when you are strolling on the street, you can use **AI Lens** to quickly search for the item and compare prices across multiple shopping platforms before making a purchase.

Scan to Shop Using Camera

- 1 Go to **Camera** > **Photo**, touch , and then touch .
- 2 Position the item you want to buy within the viewfinder, and wait for it to be identified.
- 3 After the item has been identified by **AI Lens**, links to purchase it on different shopping platforms will be displayed.

Scan to Translate

AI Lens allows you to scan and translate text in a foreign language, so you can easily read road signs, menus, or descriptions on cosmetics bottles when you are traveling or shopping abroad.

Scan to Translate Using Camera

- 1 Go to **Camera** > **Photo**, touch , and then touch .
- 2 Select the source and target languages from the language list.
- 3 Position the text you want to translate within the viewfinder, and wait for it to be translated.

Scan to Learn More

AI Lens allows you to learn more about artworks or landmarks you see by scanning the objects with your camera.

Scan to Learn More Using Camera

- 1 Go to **Camera** > **Photo**, touch , and then touch .
- 2 Position the object within the viewfinder and wait for it to be identified.
- 3 Touch the information card to obtain additional information.

Scan and Count Calories

AI Lens allows you to count the calories and nutrients in an item of food by scanning it with your camera.

Scan and Count Calories with Camera

- 1 Go to **Camera** > **Photo**, touch , and then touch .
 - 2 Position the food within the viewfinder and wait for information about the calories and nutrients per 100 g to be displayed.
-  The information is for reference only.

Scan Codes for Services and Information

You can scan different types of QR codes and bar codes with **AI Lens**, and then touch the identified result to be redirected to other pages for more services and information.

Scan Codes Using Camera

- 1 Go to **Camera** > **Photo**, touch , and then touch .
- 2 Position the QR code or barcode within the scan frame and wait for it to be recognized.

AI Touch

Enable AI Touch

When you see any content that you are interested in on your phone, touch and hold the screen with two fingers spread slightly apart to bring up **AI Touch** to learn more.

Go to **Settings** > **HUAWEI Assistant** > **AI Touch** and enable **AI Touch**.

Shop with AI Touch

When you see an item you wish to buy on your phone, you can use **AI Touch** to quickly search for the item and compare prices across multiple shopping platforms before making the purchase.

Touch and Hold the Screen with Two Fingers for Visual Shopping

- 1 Go to **Settings > HUAWEI Assistant > AI Touch** and enable **AI Touch**.
- 2 When you see an item you wish to buy on your phone, touch and hold the screen with two fingers spread slightly apart.
- 3 When several items are displayed on the screen, adjust the size and position of the identification box to fit around the item you wish to buy.
- 4 After the item has been identified, links to purchase it on different shopping platforms will be displayed.

AI Search

Search for Apps and Settings on Your Phone

You can search for keywords to find apps, settings, files, contacts, and notes on your phone. Swipe down from the center of the screen and enter a keyword in the search box, such as an app name or a setting, to find the corresponding content.

If you are searching for an app installed on your device, touch  to locate the app.

Huawei Share

Huawei Share

Huawei Share is a wireless sharing technology that allows you to quickly transfer images, videos, documents, and other types of files between devices. This technology uses Bluetooth to discover nearby devices that supports Huawei Share and Wi-Fi Direct to transfer files without using mobile data.

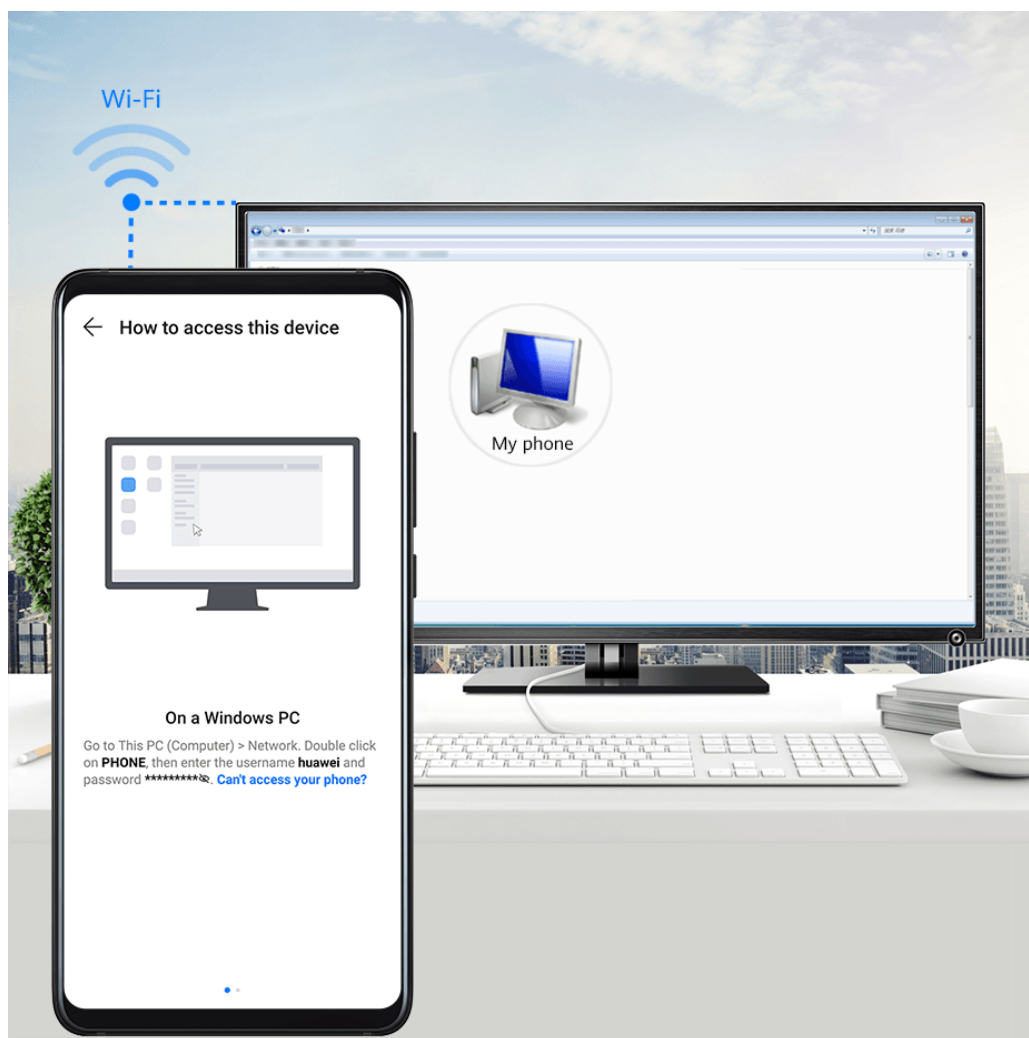
Enable or Disable Huawei Share

You can enable or disable Huawei Share in either of the following ways:

- Swipe down from the status bar to open the notification panel, swipe down on it again to show all shortcuts, then turn on or turn off **Huawei Share**. You can also touch and hold **Huawei Share** to access its settings screen.
- Go to **Settings > More connections > Huawei Share** to enable or disable **Huawei Share**.

Share Files Between Your Phone and Computer with Huawei Share

You can use Huawei Share to easily share files wirelessly between your phone and a computer (Windows or macOS).



- 1 Make sure your phone and computer are connected to the same Wi-Fi network.
- 2 On your phone, enter the **Huawei Share** settings and enable **Huawei Share** and **Computer share**.
- 3 Make a note of the name displayed next to **Name shown on computers**, as well as the user name and password under **Verification on computers**.
- 4 Perform the following operations on a Windows-based computer (desktop or laptop) or a macOS-based computer (laptop):
 - Windows: Go to **This PC (Computer) > Network** on the computer.
 - macOS: Go to **Finder > Go > Network** on the computer.

 Currently, this feature is only available on Macs running macOS 10.8 to 10.14.
- 5 On your computer, double-click the name of your phone and enter the user name and password previously noted down.
- 6 Open a shared folder on your phone, such as the Internal storage or Album folder to view, edit, or copy files from your phone to your computer or vice versa. Changes made to files in the shared folders on your computer will be automatically synced to your phone and vice versa.

One-Touch Printing with Huawei Share

When a printer that supports Huawei Share is nearby, you can use Huawei Share to find the printer and print out pictures or PDF files stored on your phone.



- 1 Depending on the type of printer, ensure the following:
 - Wi-Fi capable printers: The printer must be powered on and connected to the same network as your phone.
 - WiFi Direct capable printers: The printer must be powered on and have enabled WiFi Direct.
 - Bluetooth capable printers: The printer must be powered on and discoverable via Bluetooth.
- 2 On your phone, preview the file to be printed, then go to **Share > Huawei Share**.
- 3 Once the printer has been discovered, touch its name on your phone, and adjust the settings on the preview screen. Then touch **PRINT** to print.
 If you are connecting a Bluetooth printer to your phone for the first time, find the printer on your phone, touch the printer name, then press and hold the Power button on the printer for about 1 second to confirm the connection.
- i For a list of supported printers, touch **Help** on the Huawei Share sharing screen, select **Printers**, then touch **What printers are supported?**.

Switch Audio Channels Between Devices

Switch to a Different Output Device During Playback

When playing music or videos through your earphones, you can quickly switch playback to another device without having to unplug your wired earphones or disconnect your Bluetooth earphones.

- 1 Enable Bluetooth on your phone and connect it to wired earphones or a Bluetooth audio device (such as Bluetooth earphones, a Bluetooth speaker, or a vehicle-mounted device).
 - 2 After pairing is successful, you will see the **Current audio output device** or **Current audio input/output device** card if you swipe down the notification panel on your phone. Touch  on the card to display the audio output devices that are currently available. Select the device you want to switch the audio to.
-  If your phone supports wired earphones with a non-Type-C port, the audio output channel of your phone will be switched from **This device** to the wired earphones by default.

Camera and Gallery

Launch Camera

Launch Camera

There are multiple ways to open the Camera app.

From the Home Screen

From the home screen, open **Camera**.

From the Lock Screen

When the screen is locked, turn on the screen, then swipe up on the camera icon in the lower right corner to open the camera.

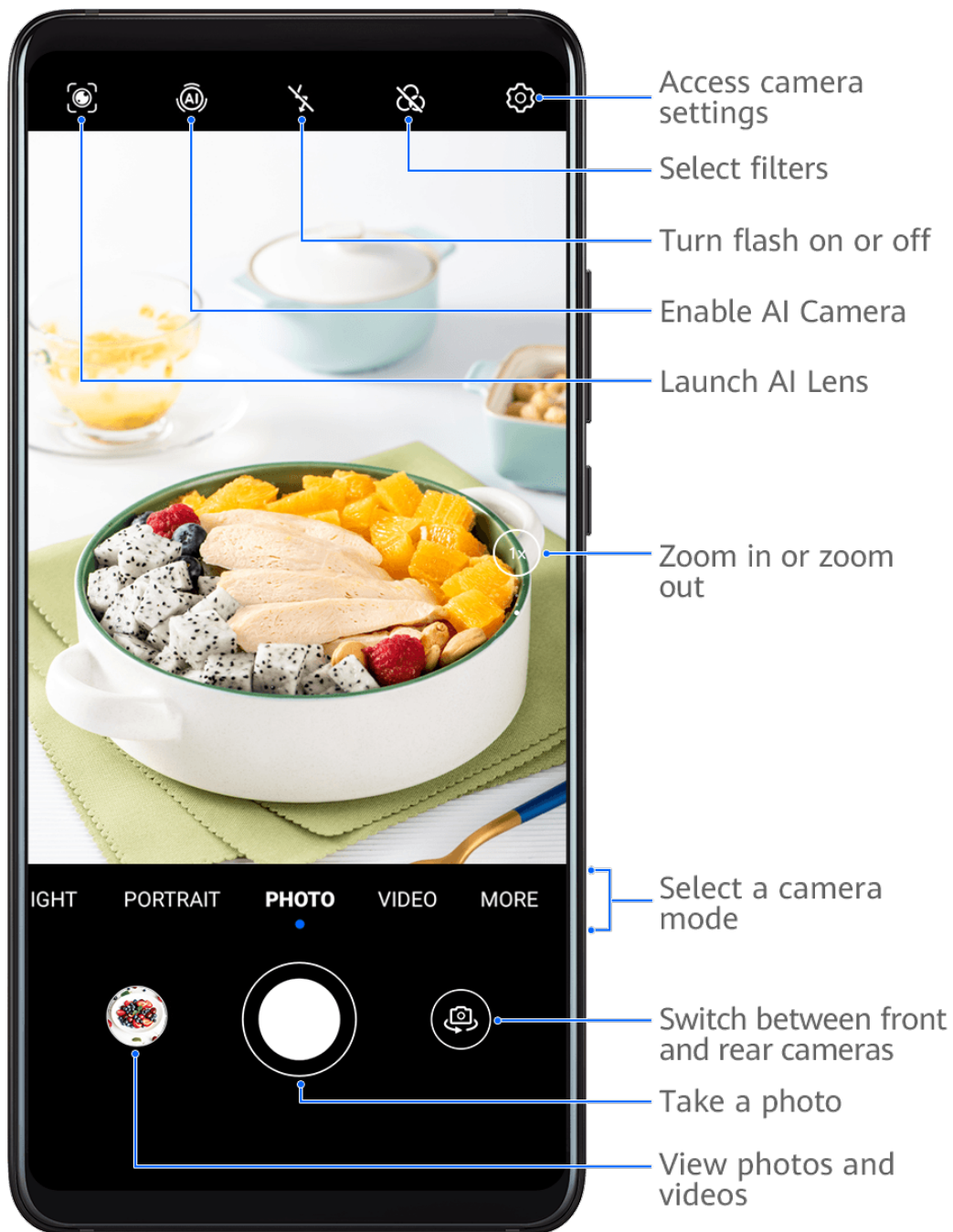
Using Ultra Snapshot

When enabled, simply double-press the Volume down button to open the camera or take a snapshot when the screen is off or locked.

- 1 Go to **Camera** >  > **Ultra snapshot** and select **Open camera** or **Take a snapshot**.
- 2 You can now open the camera or take a snapshot without unlocking your screen.

Take Photos

Take Photos



i The figures are for reference only.

1 Open **Camera**.

2 You can then:

- **Focus:** Touch the location you want to focus on.
To adjust focus and metering separately, touch and hold the viewfinder and drag the respective frame or ring to the desired location.
- **Adjust brightness:** Touch the viewfinder. When the  symbol appears next to the focus frame, drag it up or down.
- **Zoom in or out:** On the viewfinder, pinch in or out, or drag the zoom slider.
- **Select a camera mode:** Swipe up, down, left, or right across the camera mode options.

- Turn the flash on or off: Touch  and select  (Auto),  (On),  (Off), or  (Always on).

If you select  (Auto) and the camera detects that you are in a dimly lit environment, a flash icon will appear in the viewfinder and the flash will be automatically turned on when you take a photo.

 These features may not be available in some camera modes.

3 Touch the shutter button to take a photo.

Use Gestures to Take Photos

- 1** Open **Camera** and touch  to switch to the front camera.
- 2** Touch  and enable **Gesture control**.
- 3** Return to the viewfinder and hold your palm about 20 cm (8 in.) in front of the screen.
- 4** When the front camera detects your palm, your phone will take a photo after a brief countdown.

Use the Floating Shutter to Take Photos

You can enable the floating shutter to display in the camera viewfinder, and drag it anywhere you like to take photos quickly.

- 1** Go to **Camera** > , and enable **Floating shutter**.
- 2** The floating shutter will then be displayed in the viewfinder. You can drag it anywhere you like.
- 3** Touch the floating shutter to take a photo.

Take Timed Photos

The camera timer allows you to set a countdown so you can get into position after you have touched the shutter button.

- 1** Go to **Camera** >  > **Timer** and select a countdown.
- 2** Return to the viewfinder and touch the shutter button. Your phone will take a photo when the countdown ends.

Use Audio Control to Take Photos

You can use your voice to take photos without having to touch the shutter button.

- 1** Go to **Camera** >  > **Audio control**, and select an option.
- 2** Go back to the viewfinder, then say your command to take a photo.

Shoot in Portrait, Night, and Wide Aperture Modes

Shoot in Portrait, Night, and Wide Aperture Modes

Use Portrait Mode to Shoot Portraits

Portrait mode lets you apply beauty and lighting effects to your photos to shoot stunning portraits.

- 1 Open **Camera** and select **Portrait** mode.
- 2 Frame your subject within the viewfinder.

To take a selfie, touch .

- 3 You can then:

- Enable beauty effect: Touch  and adjust beauty settings.

To disable the beauty effect, drag the setting to its lowest value, or touch .

- Set lighting effect: Touch  and select your preferred.
- Turn on the flash: When using the front camera, touch the flash icon at the top.

Select  (Auto) or  (Always on).

 This feature may vary by device.

- 4 Touch  to take a photo.

Take Night Shots

Night mode gives your photos sharper details and brighter colors even when shooting in low light or at night.

- 1 Open **Camera** and select **Night** mode.
- 2 If you are using the rear camera, touch **ISO** on the viewfinder to adjust the ISO sensitivity or **S** to adjust the shutter speed.
- 3 Steady your phone and touch the shutter button.
- 4 Your phone will adjust the exposure time based on the ambient brightness. Keep your phone steady until the countdown finishes.
You can also touch the shutter button to stop the countdown and immediately take a photo.

 This feature may vary by device.

Take Wide Aperture Photos

Wide aperture mode allows you to shoot photos where the background is blurred while your subject remains in sharp focus.

- 1 Open **Camera** and select **Aperture** mode.
- 2 Touch where you want to focus. For best results, your phone needs to be within 2 m (about 7 ft.) of your subject.
- 3 Touch  in the viewfinder and drag the slider to adjust aperture settings. A smaller aperture value will create a more blurred background.
- 4 Touch the shutter button to take a photo.

Master AI

Take Professional-Looking Photos

Master AI is a pre-installed camera feature that helps you take better photos by intelligently identifying objects and scenes (such as food, beaches, blue skies, and greenery, as well as text) and optimizing the color and brightness settings accordingly.

 Master AI is displayed as AI photography or AI camera on some devices.

- 1 Open **Camera** and select **Photo** mode.
- 2 Touch to turn on .
- 3 Frame the subject within the viewfinder. Once the camera identifies what you are shooting, it will automatically recommend a mode (such as portrait, greenery, or text).
- 4 To disable the recommended mode, touch  next to the mode text or turn off .

Macro

Use Super Macro to Shoot Close-ups

With Super macro mode, you can take photos of small objects such as dewdrops and leaves to explore and record the details of the world around you.

- 1 Go to **Camera** > **More** and select **Super macro** mode.
- 2 Touch  to take a photo.

Take Panoramic Photos

Take Panoramic Photos

Add some width to your landscape or group photos with the Panorama feature. The camera takes multiple photos of objects within your field of view and stitches them together into a single panoramic photo.

Use the Rear Camera to Take Panoramic Photos

Panorama mode combines multiple shots into a seamless panoramic photo. Simply move the camera as you shoot and the camera will take care of the rest.

- 1 Go to **Camera** > **More** and select **Panorama** mode.
- 2 Touch  and set the pan direction.
- 3 Point the camera at your starting point, then touch  to start shooting. Move the camera in the direction of the arrow displayed on the screen. Keep the arrow on the center line when you are taking the photo.
- 4 Touch  when you are finished.

Take HDR Photos

Use HDR to Take Photos

When shooting photos with backlighting or a high light contrast, High Dynamic Range (HDR) mode can help you improve light and shadow effects in your photos, giving your photos sharper details.

- 1 Go to **Camera** > **More** and select **HDR** mode.
- 2 Steady your phone.
- 3 Touch  to take a photo.

Add Stickers to Photos

Add Stickers to Photos

Add a sticker, such as time, weather, mood, or food, to spice up your photos.

- 1 Go to **Camera** > **More** and select **Stickers** mode.
If the **Stickers** option is not present, touch , then download **Stickers**.
- 2 Touch  and select a sticker. The selected sticker will be displayed in the viewfinder.
- 3 Drag the sticker to change its position. You can also edit the text of some types of stickers.
- 4 Touch  to take a photo.

Pro Mode

Use Pro Mode to Shoot Like a Pro

Pro mode lets you fine-tune photos and videos and gives you full control over ISO sensitivity, focus mode, and more when taking photos or recording videos.

Use Pro Mode to Shoot Like a Pro



1 Go to **Camera** > **More** and select **Pro** mode.

2 You can then:

- Adjust the metering mode: Touch **M** and select a metering mode.

Metering Mode	Description
 Center	Concentrates on the light at the center of the screen. Applicable when shooting portraits.
 Spot	Concentrates on the light in a small area of the screen, such as the subject's eyes.

- Adjust the ISO sensitivity: Touch **ISO** and drag the slider.
In low-light conditions, increase the ISO sensitivity. In well-lit environments, decrease the ISO sensitivity to avoid image noise.
- Adjust the shutter speed: Touch **S** and drag the slider.
The shutter speed affects the amount of light allowed to enter the camera lens. When you are shooting stationary scenes or portraits, decrease the shutter speed. When you are shooting moving scenes or objects, increase the shutter speed.
- Adjust EV exposure compensation: Touch **EV** and drag the slider.
Increase the EV value in low-light conditions and decrease the EV value in well-lit environments.
- Adjust the focus: Touch **AF** and select a focus mode.

Focus Mode	Applicable Scenario
AF-S (single)	Stationary subjects
AF-C (continuous)	Moving subjects
MF (manual)	Touch the subject on which you want to focus, such as the subject's face.

- Adjust the color cast: Touch **WB** and select a mode.

When shooting in bright sunlight, select . In dimly-lit environments, select .

Touch  to adjust the color temperature.

- Adjust the storage format: Touch  to select a storage format.

3 Touch the shutter button to shoot a photo.

-  Changing a specific setting will sometimes cause other settings to change as well. Adjust them according to your actual requirements.

Record Videos

Record Videos

1 Open **Camera** and select **Video** mode.

2 Adjust the following settings:

- Zoom in or out: Pinch in or out on the viewfinder, or drag the zoom slider.
- Focus: Touch the location you want to focus on. Touch and hold the viewfinder to lock the exposure and focus.
- Turn the flash on or off: Touch , then touch  to keep the flash on, or  to turn it off.

When using the front camera to record videos, you can set the flash to  (Always on) when there is insufficient light. The camera will then increase the screen brightness to illuminate the subject's face.

- Adjust the beauty effect: Touch  and drag the slider to adjust beauty settings.
- Adjust the video resolution and frame rate: Go to  > **Video resolution** and select the desired resolution. A higher resolution will result in a higher quality video with a larger file size.

Touch **Frame rate** to select a frame rate.

- Select a video format that saves on storage space: Touch  and enable **Efficient video format**.

When this feature is enabled, your phone will use a video format that takes up less storage space. However, this may result in other devices being unable to play the video. Please exercise caution when selecting this option.

 Not all devices support these features.

3 Touch  to start recording.

While recording, touch and hold  or  to smoothly zoom in or out.

Touch  to take a photo while recording.

4 Touch  to pause the recording and  to end the recording.

Time-Lapse Photography

Use Time-Lapse to Create a Short Video

You can use Time-lapse to capture images slowly over several minutes or even hours, then condense them into a short video. This allows you to capture the beauty of change – blooming flowers, drifting clouds, and more.

- 1 Go to **Camera** > **More** and select **Time-lapse** mode.
 - 2 Place your phone in position. To reduce camera shake, use a tripod to steady your phone.
 - 3 Touch  to start recording, then touch  to end the recording.
- The recorded video is automatically saved to Gallery.

Adjust Camera Settings

Adjust Camera Settings

You can adjust the camera settings to take photos and videos more quickly.

 The following features may not be available in some camera modes.

Adjust the Aspect Ratio

Go to **Camera** >  > **Aspect ratio** and select an aspect ratio.

 This feature is not available in some modes.

Enable Location Tags

To enable **Location tag**, enable Location Services for your phone first, then go to **Camera** >



. Your photos and videos will then be tagged with location information.

You can touch and swipe up on a photo or video in Gallery to view its shooting location.

To enable Location Services on your phone:

- Swipe down from the status bar to open the notification panel (swipe down further to show all shortcut switches if necessary), then enable .
- Go to **Settings** > **Location**, and enable **Access my location**.

Use the Assistive Grid to Compose Your Photos

Use the assistive grid to help you line up the perfect shot.

- 1 Enable **Assistive grid**. Grid lines will then appear in the viewfinder.
- 2 Place the subject of your photo at one of the intersecting points, then touch the shutter button.

Mute the Shutter Sound

Enable **Mute** to mute the camera shutter sound.

 This feature is only available in some countries and regions.

Capture Smiles

Enable **Capture smiles**. The camera will take a photo automatically when it detects a smile in the viewfinder.

Use the Horizontal Level for Better Compositions

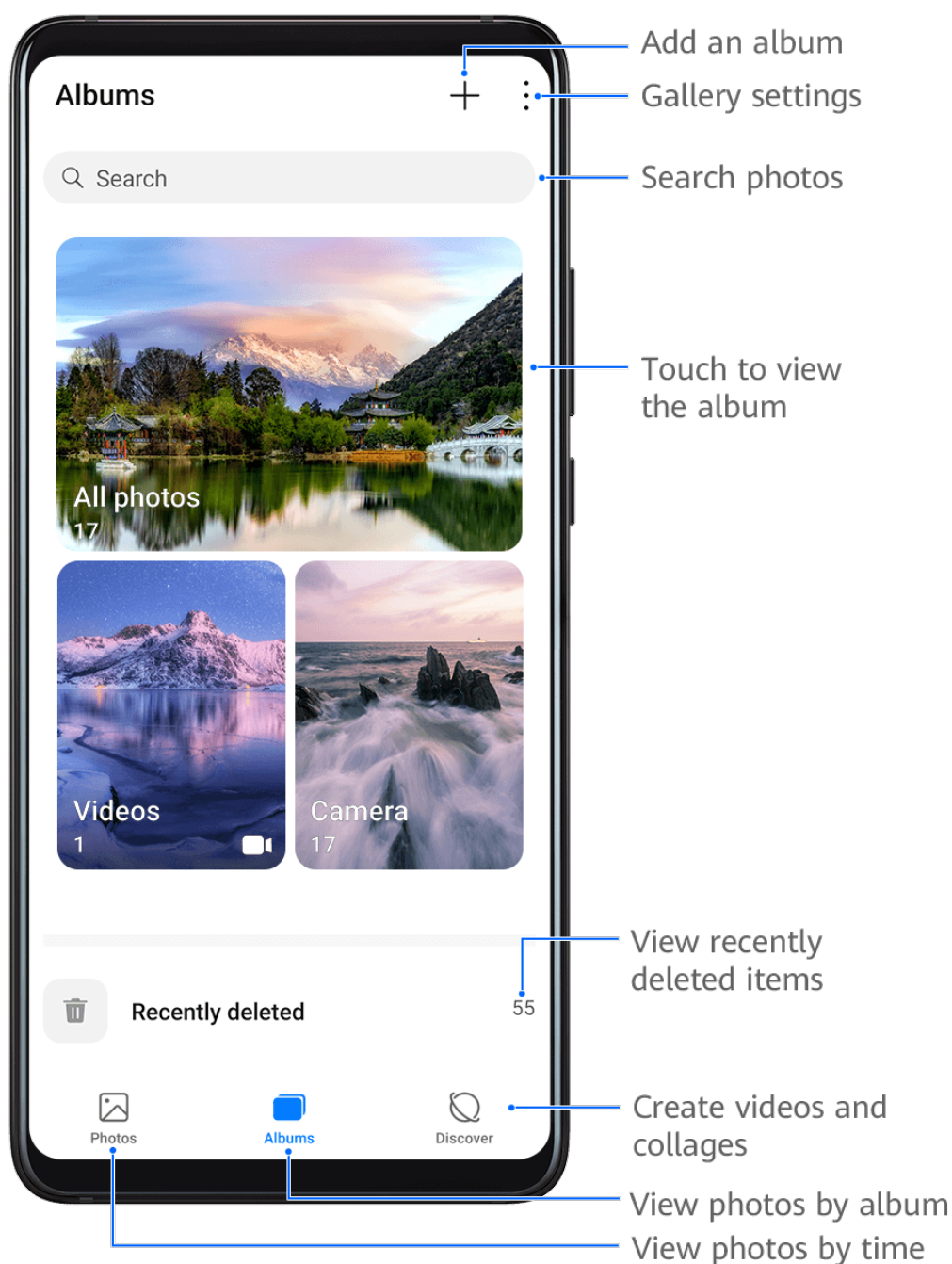
Enable **Horizontal level** to display a horizontal guiding line on the viewfinder.

When the dotted line overlaps with the solid line, it indicates that the camera is parallel with the horizontal level.

Manage Gallery

View Photos and Videos

In Gallery, you can view, edit, and share your photos and videos, as well as browse the clips automatically generated from them.



View by Shooting Time

Open **Gallery**. On the **Photos** tab, pinch in on the screen to switch to the monthly view and pinch out to switch to the daily view.

You can also drag the track ball on the edge to view the time.

View by Album

You can view photos and videos by album on the **Albums** tab.

Some photos and videos are stored in default albums. For example, videos recorded with the camera are saved in the **Camera** album. Screenshots and screen recordings are saved in the **Screenshots** album.

View by Category

Gallery intelligently sorts photos into categories, allowing you to quickly sift through large albums by category.

Touch a category album on the **Discover** tab (such as food, portrait, or scenery) to view photos in that album.

View Details About Photos and Videos

- 1 In Gallery, touch a photo or video to view it in Full screen mode. Touch the screen again to hide the menu.
- 2 When in Full screen mode, touch  to view details about the photo or video, such as the storage path, resolution, and size.

Quickly Search for Photos in Gallery

Quickly locate a photo by searching with keywords in Gallery.

- 1 Open **Gallery**, then touch the search box at the top.
- 2 Enter a keyword (such as "food", "scenery", or "flower").
- 3 Photos related to that keyword as well as suggested keywords will be displayed. Touch a suggested keyword or enter more keywords for more precise results.

Edit Photos and Videos

Gallery offers a wide range of editing features for photos and videos.

Basic Editing

- 1 Open **Gallery**, touch the thumbnail of the photo you want to edit, then touch  to access the editing features.
 - Crop and rotate: Touch **Crop**, select a frame, then drag the grid or its corners to select which part you want to keep.
To rotate the photo, touch **Crop** and drag the angle wheel to the desired orientation.

To rotate the photo by 90 degrees, touch . To mirror the photo, touch .

- Add a filter effect: Touch **Filter** to select a filter.
- Adjust photo effects: Touch **Adjust** to adjust the brightness, contrast, saturation, and other aspects of the photo.
- Other: Touch **More** to edit the photo in other ways, such as by adding a color splash, blur, doodle, or text element.

2 Touch  or  to save your edits.

Add Stickers to Photos

- 1** In Gallery, touch a photo, then go to  > **More** > **Stickers**.
- 2** Select the type of sticker you want to add, such as **Time**, **Weather**, or **Mood**.
- 3** Select a sticker and drag it to change its position. You can also edit the text of some types of stickers.
- 4** Touch  to save your edits and touch  to save the photo.

Pixelate Photos

- 1** In Gallery, touch a photo, then go to  > **More** > **Mosaic**.
- 2** Select a mosaic style and size to cover parts of the photo.
- 3** To remove the mosaic, touch **Eraser** and wipe it off the photo.
- 4** Touch  to save your edits and touch  to save the photo.

Rename Photos

- 1** In Gallery, touch the photo thumbnail you want to rename.
- 2** Go to  > **Rename** and enter a new name.
- 3** Touch **OK**.

Share Photos and Videos

There are several ways to share photos and videos from **Gallery**:

- Share a single photo or video: Touch the photo or video, then touch .
- Share multiple photos or videos: In an album, touch and hold to select multiple photos and videos, then touch .

Share Your Photos Securely

Before sending a photo, you can choose to delete sensitive information like the location, time, and camera specs.

- 1 Open **Gallery**.
 - 2 Select one or more photos and touch .
 - 3 Touch the privacy switch in the upper left corner of the screen. In the displayed **Privacy options** dialog box, turn on the **Remove photo info** and **Remove location info** switches, then touch **OK**.
-  If **Location tag** was disabled when a photo was taken, the **Remove location info** switch will not be displayed in the **Privacy options** dialog box when you share the photo.

Organize Albums

Organize photos and videos into albums to easily sift through them.

Add Albums

- 1 Go to **Gallery > Albums**.
- 2 Touch , name the album, then touch **OK**.
- 3 Select the photos or videos you want to add, and then move or copy them to the album.

Sort Albums

- 1 Go to **Gallery > Albums > ** and touch **Sort albums**.
- 2 Drag  next to an album to the desired position. Touch **Reset** to reset the albums to the default order.

Move Photos and Videos

- 1 Open an album, then touch and hold to select the photos and videos you want to move.
 - 2 Touch  > **Move** to select the desired album.
 - 3 Once the items are moved, they will no longer be in their original album.
-  The **All photos** and **Videos** albums show all photos and videos stored on your device. Moving items across albums will not remove them from these albums.

Delete Photos and Videos

Touch and hold to select the items you want to delete, then go to  > **Delete**.

-  Some preset albums, such as **All photos**, **My favorites**, **Videos**, and **Camera** albums, cannot be deleted.

Deleted photos and videos will be temporarily moved to the **Recently deleted** album before being permanently deleted after 30 days.

To permanently delete a photo or video manually, touch and hold its thumbnail in the

Recently deleted album, then go to  > **Delete**.

Recover Deleted Photos and Videos

In the **Recently deleted** album, touch and hold to select the items you want to recover, then touch  to restore them to their original albums.

If the original album has been deleted, a new one will be created.

Add Photos and Videos to Favorites

Open a photo or video, then touch .

The item will appear in both its original album and the **My favorites** album.

Hide Albums

You can hide photos and videos in Gallery to keep them private.

On the **Albums** tab, touch an album, touch and hold to select the photos and videos you want to hide, then go to  > **Hide** > **OK**.

The selected photos and videos will then be hidden. You can then:

- On the **Albums** tab, go to  > **Hidden items** to view the hidden photos and videos.
- In **Hidden items**, touch and hold to select photos and videos, then touch **Unhide**.
These photos and videos will then be restored to their original albums.

Smart Photo Categorization

Smart Photo Categorization

Gallery automatically sorts your photos into categories such as portraits, locations, and scenery, so you can quickly find what you're looking for.

Go to **Gallery** > **Discover** to view your photos organized into categories.

To remove a photo from an album, touch and hold to select the photo, then touch  (or  for portraits).

 Not all photos can be removed from the category albums.

View and Set People Albums

Once you have taken a sufficient number of photos, Gallery will automatically create People albums for individuals or groups by identifying faces in your photos. This will happen when your phone is charging and the screen is off.

You can name these People albums and set the relationships of individuals with you.

Group photo albums require a specific number of photos containing 2 to 10 faces that have already been named in People albums.

- 1** Go to **Gallery** > **Discover** and view the generated People albums.
- 2** Touch an album, go to  > **Edit**, then set the name and relationship (such as **Baby** or **Mom**).

Once you have finished, you can find a People album by entering the name or relationship in the search bar.

Apps

Apps

App Basics

Locate an Installed App

Swipe down from the middle of the home screen to show the search bar, and enter the app name. When the app is found, touch  next to its name.

Uninstall an App

You can uninstall an app using any of the following methods:

- When using the **Standard** style home screen, touch and hold the app icon on the home screen, then touch **Uninstall** and follow the instructions.
- When using the **Drawer** style home screen, touch and hold the app icon in the drawer, then touch **Uninstall** and follow the instructions.
- Go to **Settings > Apps > Apps**, touch the app, then touch **Uninstall**.

 Some pre-installed system apps can't be uninstalled, as uninstalling them may cause system errors.

Manage Background Apps

1 Access the recent tasks screen using either of the following methods, depending on the navigation method you are using:

- **Gestures:** Swipe up from the bottom of the screen and hold.
- **Three-key navigation:** Touch .

2 On the recent tasks screen, you can:

- Swipe across to view app previews.
- Touch an app preview to access an app.
- Swipe up on an app preview to close an app.
- Swipe down on an app preview to lock it.  will appear at the top of the app preview. Touching  will not close this app.
- Swipe down again to unlock it.  will disappear.
- Touch  to close all apps (except for those you have locked).

Clear the Cache of an App

Delete app cache files to free up storage space.

Go to **Settings > Apps > Apps**, select the app that you want to clear the cache of, then go to **Storage > Clear cache**.

Contacts

Create and Edit Contact Information

You can create contacts in multiple ways, as well as view and manage your contacts list.

Create Contacts

- 1 Open **Phone**, touch the **Contacts** tab, and touch . If you are creating a contact for the first time, touch **Create new contact** to start adding a contact.
- 2 Set a profile picture for the contact, enter information such as the name, organization, and phone number of the contact, then touch .

Import Contacts

- 1 On the **Contacts** screen, go to  > **Settings > Import/Export**.
- 2 You could follow the onscreen instructions to import contacts. Such as **Import via Bluetooth**, **Import via Wi-Fi Direct**, **Import from storage**, and so on.

Merge Duplicate Contacts

- 1 On the **Contacts** screen, go to  > **Settings > Organize contacts > Merge duplicate contacts**.
- 2 Select duplicate contacts you want to merge and touch **Merge**.

Search for Contacts

- 1 Open **Contacts**, go to  > **Settings > Display preferences**, and touch **All contacts** to display all your contacts. Ensure that the corresponding icon at the bottom is enabled.
- 2 Search for contacts using either of the following methods:
 - Swipe down from the middle of the home screen and enter a keyword for the contact you want to find in the search box (such as their name, initials, or email address). You can also enter multiple keywords, such as "John London", to quickly find matching contacts.
 - On the top of the **Contacts** screen, enter keywords for the contact you want to find in the search box.

Share Contacts

1 On the **Contacts** screen:

- Touch and hold the contact you want to share, then touch **Share contact**.
- Touch the contact you want to share, then go to  > **Share contact**.

2 Select a sharing method, then follow the onscreen instructions to share the contact.

Export Contacts

1 On the **Contacts** screen, go to  > **Settings** > **Import/Export**.

2 Touch **Export to storage** and follow the onscreen instructions to export contacts.

The contacts will be exported into **.vcf** files. You can search for and view these **.vcf** files in **Files**.

Delete Contacts

Delete contacts using either of the following methods:

- Touch and hold the contact you want to delete, then touch **Delete**.
- Touch the contact you want to delete, then go to  > **Delete contact**.
- On the **Contacts** screen, go to  > **Settings** > **Organize contacts** > **Delete multiple contacts**, select the contacts you want to delete, then touch .

To restore deleted contacts, go to  > **Settings** > **Organize contacts** > **Recently deleted**, touch and hold the contact you want to restore, select any other contacts you also want to restore, then touch .

Manage Contact Groups

You can conveniently send emails or messages to multiple contacts by creating and managing contact groups. Your phone automatically groups contacts by company, city, and last contact time, but you can also create new groups based on your preferences.

Create a Contact Group

1 Open **Phone**, touch the **Contacts** tab, and touch **Groups**.

2 Touch , enter the group name, such as "Family" or "Friends", then touch **OK**.

3 Follow the onscreen instructions to add contacts to the group, then touch .

Edit a Contact Group

- 1 On the **Groups** screen, select the group you want to edit and touch  to add a new contact.
- 2 Touch  for **Remove members**, **Group ringtone**, **Delete group**, or **Rename**.

Send Group Messages or Emails

On the **Groups** screen, open a group. You can then:

- Touch  to send a group message.
- Touch  to send a group email.

Delete Contact Groups

On the **Groups** screen, do either of the following to delete a contact group from your phone:

- Touch and hold the group and select **Delete**.
- Touch , select the groups you want to delete, and touch .

Create Personal Information

You can create a business card containing your personal information to share with others. You can also add personal emergency information so you can call for help quickly in an emergency.

Create a Personal Business Card

- 1 Open **Phone**, touch the **Contacts** tab, and touch **My card**.
- 2 Set your profile picture and enter personal information, such as your name, work address, and phone number.
- 3 Touch  to automatically create a QR code business card. You can share your business card using the QR code.

Phone

Make a Call

Dial a Number or Select a Contact to Make a Call

Use either of the following methods to make a call:

- Open **Phone**, enter part of a phone number, the first letter of a contact's name, or a contact's initials to find a contact, then touch to make a call.
- Open **Phone**, touch the **Contacts** tab, then search for a contact or select a contact in the contact list to make a call.

Touch  to end the call.

Use Speed Dial

Once you've set up speed dialing for a contact, you can quickly call that contact with the assigned number key.

Go to **Phone** >  > **Settings** > **Speed dial**, select a number key, then set a contact for this speed dial number.

Set a Call Background

To set a wallpaper as the call background, do the following:

- 1 Go to **Settings** > **Home screen & wallpaper** > **Wallpaper**.
- 2 Select a picture and set it as the wallpaper.

You can also set a profile picture for a contact to be shown on the call background.

- 1 Open **Phone**, touch the **Contacts** tab, then select a contact.
- 2 Touch  and then  to set a profile picture for the selected contact.

Make an International Call

- 1 Contact your mobile carrier to activate and inquire about the international calling service.
- 2 Open **Phone**, touch the **Contacts** tab, then select a contact to make a call.
- 3 For numbers that are not in the contacts list, open the dialer and hold the **0** number key until the **+** icon is displayed. Enter the country code and phone number, then touch  to make an international call.

Manage Call Logs

You can merge the call logs of the same contact or number for a tidier and more concise interface, or delete call logs as required.

Merge Call Logs

- 1 Go to **Phone** >  > **Settings** > **Merge call log**.
- 2 Select **By contact** and your phone will automatically merge the call logs of the same number or contact.

View Missed Calls

- 1 To display all missed calls, open **Phone**, swipe down on the call log list, then touch the **Missed** tab.
All missed calls are displayed in red in the call log list for you to quickly identify them. You can also find them on the **All** screen.

- 2 Touch  next to a call log entry to call back or send a message.

Delete Call Logs

Delete call logs using any of the following methods:

- On the **Phone** screen, touch and hold an entry, then touch **Delete entry**.
- On the **Phone** screen, go to  > **Delete entries**, select the entries you want to delete, then touch **Delete**.
- On the **Phone** screen, swipe left on the entry you want to delete, then touch .

Set a Ringtone for Incoming Calls

You can set your favorite music or a video as the ringtone for incoming calls.

If you are carrying your phone in your pocket, the ringtone volume will gradually increase. This helps prevent you from missing important calls.

-  If your phone has two SIM cards installed, configure the settings for SIM 1 and SIM 2 respectively.

Set a Music Ringtone

- 1 Go to **Phone** >  > **Settings** > **Ringtone**.
Or go to **Settings** > **Sounds & vibration** > **Phone ringtone**.
 - 2 Select a system ringtone, or touch **Music on device** to set a local song as the ringtone.
 - 3 If you select a system ringtone, touch **Vibration** on the same screen, and select **Synchronized (default)**. When there is an incoming call, your phone will vibrate with rhythm while the system ringtone is playing.
-  Not all products support a synchronized vibration and ringtone.

Set a Video Ringtone

Set a video as the ringtone for incoming calls on your phone.

- 1 Go to **Phone** >  > **Settings** > **Ringtone**.
Or go to **Settings** > **Sounds & vibration** > **Phone ringtone**.
- 2 Touch **Video ringtones** and select a video. You can then preview what it looks like for incoming calls.
- 3 Touch **SET** to set the video as the ringtone.

Set a Ringtone for a Contact

Set a different ringtone for a particular contact to distinguish more easily when that contact is calling you.

- 1 Open **Phone**, touch the **Contacts** tab, then select the contact you want to set a ringtone for.

2 On the contact details screen, touch **Ringtone** and select a ringtone.

Use MeeTime

Use MeeTime to make HD video or audio calls with contacts who have Huawei/Honor devices, such as phones and tablets, and share your screen during calls.

Using GPU Turbo technology, this feature will automatically improve video quality when the network connection is poor. Thanks to its intelligent algorithms, your face will be seen clearly even when making a video call at night or in a poorly-lit environment. During a video call, you can adjust the beauty effects.

 Please make sure your device has been updated to the latest system version.

This feature is only available in some countries and regions.

Charges for MeeTime

- MeeTime only uses Wi-Fi or mobile data and will not be charged as calls by your carrier. It is recommended that you use this feature over a Wi-Fi network.
- If you need to make a video call using mobile data, you can perform the following to save on the amount of mobile data you use: On the **MeeTime** screen, touch your profile picture in the upper right corner to access the **Settings** screen, then turn on the **Data saver** switch.

Make a High-quality Video or Voice Call

Use MeeTime to make smooth and high-quality calls between Huawei devices such as phones and tablets. You can enjoy clear video calls even in dark environments and adjust the beauty level during video calls.

- 1** Open **MeeTime** and follow the onscreen instructions to activate and enable it.
- 2** In the **MeeTime** app, go to **Contacts > MeeTime**, and touch  or  next to a contact who has enabled **MeeTime** on their devices to make a high-quality video or voice call.
- 3** During a video call, touch the screen and then touch  to access the **Soften** function. Drag the slider left or right to adjust the beauty level.
 -  For optimal use, keep your phone within 1 meter (3.3 feet) of you and ensure that you are in a bright environment.
 - The beauty level adjustment feature is only supported by some products.
- 4** You can touch **More** and then perform the following:
 - Touch  to mute MeeTime.
 - Touch  to use the speaker.
 - Touch  to switch to a voice call.
 - Touch  to share the screen.

 To view or manage your call logs, touch **Calls**.

Share Your Phone Screen During a MeeTime Call

During a MeeTime video call, you can share your screen with the other party and doodle on the screen. The other party will then be able to view your screen and your doodles on it.

- 1 During a video call, touch the screen, go to **More** > , and follow the onscreen instructions to share your screen.

While sharing your screen, touch  to start doodling on your screen.

- 2 Touch  to exit screen sharing.

Set MeeTime Phone Numbers

You can use MeeTime with more than one of your phone numbers.

- 1 On the **MeeTime** screen, touch your profile picture icon in the upper right corner to access the **Settings** screen.
- 2 Touch **Number settings**. You can then:
 - Touch  to add another phone number if only one phone number has been linked.
 - Touch  to delete any numbers or add new ones if multiple phone numbers have been linked.
 - In the list of **Outgoing number (this device)**, select one of the added phone numbers to set it as the default number.

Manage Incoming Calls

You can use the call waiting feature to answer incoming calls when you are already engaged in a previous call.

If you cannot answer a call because your phone is faulty or the network signal is poor, you can also set call forwarding to forward calls to another number or device.

Answer or Reject an Incoming Call

If you receive a call when the screen is locked:

- Drag  right to answer the call.
- Drag  left to reject the call.
- Touch  to reject the call and reply with a message.
- Touch  to set a reminder for calling back.

If you receive a call when the screen is unlocked:

- Touch  to answer the call.
- Touch  to reject the call.
- Touch  to reject the call and reply with a message.
- Touch  to set a reminder for calling back.

Enable Call Waiting

The Call waiting feature lets you answer an incoming call when a call is already in progress by placing the first call on hold. This feature requires the support of your carrier. For details, contact your carrier.

Go to **Phone** >  > **Settings** and then go to **More** > **Call waiting**.

 If your phone has two SIM cards installed, configure the settings for SIM 1 and SIM 2 respectively.

This feature may vary depending on your carrier.

Answer a New Incoming Call During a Call

- 1 When you receive an incoming call when you are already engaged in a previous call, touch  to answer it.
- 2 Touch , or touch a held call in the call list to switch between the two calls.

Enable Call Forwarding

After the Call forwarding feature is enabled, calls that meet your pre-set conditions will be automatically transferred to a specified phone number. This feature requires the support of your carrier. For details, contact your carrier.

1 Open **Phone**, go to  > **Settings**, and touch **Call forwarding**.

2 Select and enable a forwarding method, then enter and confirm the target number.

 If your phone has two SIM cards installed, configure the settings for SIM 1 and SIM 2 respectively.

This feature may vary depending on your carrier.

Disable Call Forwarding

- 1 Open **Phone**, go to  > **Settings**, and touch **Call forwarding**.
- 2 Select the forwarding mode and disable it.

Filter and Block Spam Calls

Set different block rules to block sales, fraud, and other kinds of spam calls.

Filter Spam Calls

1 Go to **Phone** >  > **Blocked** > .

Alternatively, go to **Optimizer** > **Blocked** > .

2 Touch **Call block rules** and toggle on the switches of corresponding block rules.

Block Incoming Calls from Specific Numbers

You can block incoming calls from specific numbers using either of the following methods:

- Go to **Phone** >  > **Blocked** >  > **Blocklist**, touch , then add the phone numbers you want to block.
- Open **Phone**, touch the **Contacts** tab, touch the contact you want to block, then choose  > **Block contact**.

Set Whether to Receive Notifications for Blocked Calls

Go to **Phone** >  > **Blocked** >  > **Receive notifications** and set whether to receive notifications when calls are blocked.

Emergency SOS and Calls

Use Emergency SOS

If you are in an emergency situation, you can quickly and secretly send an SOS message or make an SOS call to your emergency contacts.

- 1** Go to **Settings** > **Security** > **Emergency SOS**, and touch **Emergency contacts** to add an emergency contact.
- 2** Enable **Also send SOS message** and **Auto-SOS call**, and set related permissions as prompted.

Once you have enabled the Emergency SOS feature and you are in an emergency situation, press the Power button five times in quick succession and your phone will automatically send a message with your current location to your emergency contacts. It will also automatically call your emergency contacts one by one and play a pre-recorded SOS message, then end the call automatically.

If **Auto-SOS call** is disabled, after the message is sent, your phone will bring up the emergency call screen, from which you can quickly call an emergency service or one of your emergency contacts.

Make Emergency Calls

In the event of an emergency, you can make emergency calls directly from the lock screen of your phone even if there is no signal.

 The emergency call feature is subject to local regulations and individual mobile carriers. Network issues or other types of interference may lead to emergency calls not working.

- 1 From the lock screen, access the screen for entering your password, and touch **Emergency**. If you are in an area with a good signal and your phone has an Internet connection, it will automatically obtain your location and display it on the screen.
- 2 Enter your local emergency number and touch  to call the number. Alternatively, touch **Emergency information** and select an emergency contact to call.

Perform In-call Operations

During a call, an in-call menu will be displayed.

- Touch  to switch the audio channel to the speaker.
- Touch  to start another call. This feature requires the support of your carrier. For details, contact your carrier.
- Touch  to use the dialer.
- During a call, you can hide the call screen and access other apps by returning to the previous screen or home screen using the current navigation mode on your phone. To return to the call screen, touch the green icon in the status bar.
- Touch  to end a call.

Use Voicemail

Divert calls to your voicemail when your device is switched off or when there is no cellular coverage. Callers can leave a voice message which you can listen to later.

This feature requires service support from your mobile carrier. Contact your mobile carrier for details.

Enable Voicemail

- 1 Go to **Phone** >  > **Settings** and touch **More**.
 - 2 Go to **Voicemail** > **Voicemail number**, enter the voicemail number obtained from your carrier, and touch **OK**.
-  If your phone has two SIM cards installed, configure the settings for SIM 1 and SIM 2 respectively.

Listen to a Voicemail Message

Touch and hold the 1 key on the dialer and then enter your voicemail number.

Messaging

Send and Manage Messages

You can send and receive messages that include text, emojis, pictures, audio files, and more. You can also manage your messages in the message list.

Send Messages

- 1 Open **Messaging** and touch .
- 2 On the **New message** screen, enter your message content. Touch  to add other types of content such as pictures and audio files.
- 3 In the recipient box, touch , select contacts or contact groups, then touch . To send a group message to those not included in your contacts list, touch anywhere blank in the recipient box and enter the recipients' phone number. Touch the return key in the keyboard when you finish entering each of the phone numbers.
- 4 After finishing editing, touch  to send the message.

Save a Draft Message

From the **New message** screen, touch  or go back to the previous screen while editing a message to save a draft.

 This feature may vary by device.

Cancel Sending a Message

On the **Messaging** screen, go to  > **Settings** > **Advanced**, and enable **Recall messages**. Within six seconds after a message is sent, you can double-tap the message to cancel sending it.

View and Reply to Messages

- 1 On the **Messaging** screen, select a contact to view your conversations.
- 2 To reply to a message, enter your message content in the text box, then touch . Notifications for new messages will be displayed as banners in the notification panel, and you can touch them to reply to messages.

Mark Messages as Read

You can use any of the following methods to mark messages as read:

- New messages will be displayed in the notification panel in the form of a banner and you can mark them as read there.
- On the **Messaging** screen, swipe left on the message that you want to mark as read, then touch .

- On the **Messaging** screen, go to  > **Mark all as read**.

Delete a Message

Delete messages using either of the following methods:

- On the **Messaging** screen, swipe left the message to be deleted, then touch .
- Touch and hold a message, select multiple messages you wish to delete, then touch . Deleted messages cannot be recovered.

Filter and Block Spam Messages

Set different block rules, such as your blocklist, to block sales, fraud, and other kinds of spam messages.

Block Spam Messages

- 1 Go to **Messaging** >  > **Blocked** > .
Alternatively, go to **Optimizer** > **Blocked** > .
- 2 Touch **Message block rules** and enable **Block unknown numbers**. Your phone will then block all messages from unknown numbers.

Block Messages from Specific Numbers

- 1 Go to **Messaging** >  > **Blocked** >  > **Blocklist**.
- 2 Touch  and add the numbers you want to block. SMS and MMS messages sent by these numbers will all be blocked.

Block Messages Containing Specific Keywords

- 1 Go to **Messaging** >  > **Blocked** >  > **Keyword blocklist**.
- 2 Touch  and add the keywords to be filtered. All messages containing these keywords will be blocked.

Set Whether to Receive Notifications for Blocked Messages

Go to **Messaging** >  > **Blocked** >  > **Receive notifications** and set whether to receive notifications when messages are blocked.

Calendar

Use Events

Events help you schedule activities in your daily and work life, such as attending company meetings, arranging social get-togethers, and making credit card repayments. You can add events and set reminders to help you arrange your schedule in advance.

Add an Event

- 1 Open **Calendar** and touch .
- 2 Enter the details of the event, such as the title, location, and start and end times.
- 3 Touch **Add REMINDER** to set a time for the event reminder.
- 4 When you are finished, touch .

Search for an Event

- 1 On the **Calendar** screen, touch .
- 2 Enter keywords of your event in the search box, such as the title and location.

Share an Event

- 1 Open **Calendar**, then touch an event on a calendar screen or under the schedule tab.
- 2 Touch  to share the event however you prefer when prompted.

Delete an Event

You can delete an event using either of the following methods:

- On the **Calendar** screen, touch the event you want to delete, then touch .
- On the **Schedule** screen, touch and hold an event, select the events you want to delete, then touch .

Set a Calendar Notification

Set the calendar notification type according to your requirements. You can set status bar notifications, banner notifications, and ringtone notifications. After setting the default reminder time, your phone will send a notification at the specified time.

Go to **Calendar** >  > **Settings**.

- Touch **Default reminder time** or **Reminder time for all-day events** to set a reminder time.
- Touch **Notifications** and enable **Allow notifications**. Then follow the onscreen instructions to set a notification type.

Customize Calendar View Settings

You can customize calendar view settings, such as by specifying the start day of the week, and whether to show week numbers.

- 1 Go to **Calendar** >  > **Settings**.
- 2 Select the start day of the week, or enable the switch to show week numbers.

Set Alternate Calendars

You can switch to other calendars, such as the Chinese lunar calendar or the Islamic calendar.

Go to **Calendar** >  > **Settings** > **Alternate calendars**, and select a calendar you want to use.

View National/Regional Holidays

View national/regional holidays in the calendar to help plan your trip.

- 1 Go to **Calendar** >  > **Settings** > **National/Regional holidays**.
- 2 Turn on the switch of a country/region, and your phone will automatically download holiday information for that country/region and display it in Calendar.

Clock

Set Alarms

You can set alarms to play a sound or vibrate at specific times.

Set an Alarm

- 1 Go to **Clock** > **Alarm** and touch  to add an alarm.
- 2 Set the alarm sound, vibration pattern, repeat cycle, and other settings as needed.
- 3 When you are finished, touch .

Modify or Delete an Alarm

Touch an existing alarm to modify or delete it.

Snooze an Alarm

If you don't want to get up when an alarm rings, simply touch the snooze button or press the Power button.

The snooze length is set when creating the alarm.

Turn Off an Alarm

When an alarm rings, swipe left or right on the button that appears at the bottom of the screen to turn it off.

Use the Timer or Stopwatch

You can use the timer to count down from a specified time. You can also use the stopwatch to measure the duration of an event.

Timer

Go to **Clock > Timer**, set the duration of time, and touch  to start the timer. To stop it, touch .

Stopwatch

Go to **Clock > Stopwatch**, and touch  to start the stopwatch. To stop it, touch .

View the Time in Cities Worldwide

Use **Clock** to see the local time in different time zones around the world.

Go to **Clock > World clock**, touch , and enter the name of a city or select one from the list of cities.

Display Dual Clocks on the Lock Screen

When you are away from your home time zone, use **Dual clocks** to display the time of both your home city and current location on the lock screen.

Go to **Settings > System & updates > Date & time**, enable **Dual clocks**, and set a **Home city**. The time of your home city and current location will now both display on the lock screen.

 Only one clock will display on the lock screen if your current location is in the same time zone as your home city.

Notepad

Create a Note

To help you quickly keep a track of your thoughts and inspirations, you can create notes using the Handwrite (to write or draw content) and Scan document modes.

Add Content to a Note

1 Go to **Notepad > Notes** and touch .

2 Enter the title and content of the note. You can then perform the following:

- Touch  to add a checklist.
- Touch  to change the text style, paragraph alignment, and background.
- Touch  to insert a picture. Touch and hold the picture, then drag it to the desired position in the note.
- To organize your notes for easier access and viewing, touch  after finishing to add a tag for it.

3 Touch  to save the note.

Add a Handwritten Note

You can add a handwritten note to write down thoughts and inspirations that would be difficult to convey through text.

1 Go to **Notepad > Notes** and touch .

2 Touch  to write or draw the content you need in the selected color.

3 Touch  to save the note.

Create To-dos

You can create to-dos to keep a track of day-to-day essentials, such as daily shopping lists, tasks at work, and household chores.

Add a To-do Item

You can add a to-do item and set a time reminder for it.

If you have marked the to-do item as important, you will be prompted with a full-screen reminder when the screen is locked.

1 Go to **Notepad > To-dos** and touch .

2 Enter your to-do item.

3 Touch , set a time, and touch **OK**.

4 Enable  to mark the to-do item as important.

5 Touch **Save**.

 This feature may vary by device.

Manage Your Notepad

You can sort your Notepad items by category and put them into different folders, delete unwanted items, and share items with other people.

When viewing a list of items or an individual item in Notepad, touch the status bar at the top of the screen to quickly return to the first item or the beginning of the item you are viewing.

Sort Notepad Items by Category

To sort the notes into different folders by category, you can add labels in different colors.

You can sort notepad items using either of the following methods:

- On the **All notes** screen, swipe left on an item, select  or  to move this item to the top, or add a star mark to it.
- On the **All notes** or **All to-dos** screen, swipe left on an item, touch , and select a notebook for this item.
- Touch and hold a note or to-do item, select the ones you want to classify under the same category, then touch .

 Items in an Exchange account cannot be moved.

Sync Notepad Items

Swipe down from the Exchange mail list to sync the notes and tasks from the current account to Notepad. The corresponding notes and to-do items will then be generated automatically.

A folder named after the Exchange account will be automatically generated in Notepad.

Share Notepad Items

You can share Notepad items in the following ways:

- To share a single note or to-do item, open the one you want to share from the **All notes** or

All to-dos screen, then touch  and share it as prompted.

Notes can be shared by touching **As image**, **As text**, **Export as document**, or **To another device**.

 Handwritten notes cannot be exported by touching **Export as document**, and other types of notes can be exported into TXT or HTML files. You can view saved notes as follows: Open **Files**, search for and touch **Documents**, and then touch **Notepad**.

- To share multiple notes, access the **All notes** screen, touch and hold a note, select the ones you want to share, then touch  and share them as prompted.

Print Notepad Items

- 1 On the **All notes** screen, open the item you want to print.

2 Go to  > **Print**, then select a printer and configure printing settings as prompted.

Delete Notepad Items

You can delete Notepad items using either of the following methods:

- On the **All notes** or **All to-dos** screen, swipe left on an item, and touch  to delete it.
- Touch and hold a note or to-do item you want to delete, select or drag over the check boxes of any other notes or to-do items you want to delete as well, then touch .

To restore a deleted Notepad item, touch **All notes** or **All to-dos**, select the item you want to restore in **Recently deleted**, then touch .

Recorder

Recorder

- 1 In the **Tools** folder, open **Recorder**, and touch  to start a recording.
- 2 When recording, you can touch **Tag** to add a tag.
- 3 When you are finished, touch  to stop recording.
- 4 You can also touch and hold a recording to share, rename, or delete it.

To view all recordings, open **Files**, then search for and access **Sounds**.

Play a Recording

Recording files are listed on the **Recorder** home screen. Touch a recording to play it.

On the recording playback screen, you can:

- Touch  to skip the muted parts.
- Touch  to adjust the playback speed.
- Touch  to add a tag.
- Touch a tag to rename it.

Edit a Recording

- 1 On the **Recorder** home screen, touch a recording.
- 2 Touch  to display the waveform of the recording.
- 3 Drag the start and end bars to adjust the clip length. Pinch your fingers on the waveform to zoom in or out to adjust the clip length more precisely.

- 4 Touch  and select **Keep selected part** or **Delete selected part**.

Share Recordings

- 1 On the **Recorder** home screen, touch the recording you want to share.
- 2 Go to  > **Share**.
- 3 Select your preferred sharing method and follow the onscreen instructions to share the recording.

Email

Use Emails

Select an email account, then write an email and send it to the recipient's email addresses.

Send Emails

- 1 Open **Email** and touch .
- 2 Enter the recipient's email address, or touch  to select a contact or group, then touch .
- 3 Add the addresses of any recipients to whom you wish to CC or BCC the email.
If you have more than one email account, you will also need to select the email address you wish to send the email from.
- 4 Write the email, enter the subject, then touch .

Save an Email as a Draft

On the **Compose** screen, enter the recipient's email address, subject, or email content, and

touch  to save the email as a draft.

To view draft emails, go to **Inbox** > **Show all folders** > **Drafts**.

Reply to an Email

- 1 On the **Inbox** screen, open the email you wish to reply to.
- 2 Touch  to reply to the email sender, or touch  to reply to everyone in the thread.
- 3 After writing your reply, touch .

Set Encryption for Outgoing Emails

You can encrypt outgoing emails to protect your confidential information. Encrypted emails can only be viewed by recipients who have the required digital certificates, thereby ensuring information security.

- 1 Apply for and install a digital certificate.
 -  You need to apply for a digital certificate from a trusted third-party certificate authority (CA) before installing it. The processing procedure varies between different CAs. For details, refer to the relevant CA website.
- 2 From the **Inbox** screen, go to  > **Settings**.
- 3 Touch the account you want to set encryption for, touch **Email encryption**, then enable **Encrypt outgoing emails**.
- 4 If the certificate has been installed, select **Encryption certificate** and set **Encryption algorithm** according to your preferences.
If no certificate has been installed, enable **Send encrypted emails without installing certificates**.

Set Email Notifications

Set a notification mode for your emails as needed.

- 1 Go to **Email** >  > **Settings** > **General** > **Notifications**, and enable **Allow notifications**.
- 2 Select the email account you want to set notifications for, turn on the **Allow notifications** switch, then select a notification mode.

View and Manage Emails

Receive, view, and manage your emails in the inbox.

View Emails

- 1 Open **Email**, then swipe down on the **Inbox** screen to refresh the email list.
If you have multiple email accounts, touch **Inbox** and select the email account you want to view.
- 2 Open an email, then view, reply to, forward, or delete the email.
If you are notified about an important event in an email, go to  > **Add to calendar** to import the event into your calendar.
- 3 Swipe left or right on the email screen to view the previous or next email.

Organize Emails by Subject

On the **Inbox** screen, go to  > **Settings** > **General**, and enable **Organize by subject**.

Sync Emails Automatically

After automatic email syncing is enabled, the emails on your phone will be automatically synced with those on the email server.

- 1 From the **Inbox** screen, go to  > **Settings**.
- 2 Touch the account you wish to sync emails for, then turn on the **Sync email** switch.

3 Touch **Sync frequency** to set the automatic syncing period.

Search for Emails

On the **Inbox** screen, touch the search box, then enter keywords such as the subject or content of the email.

Delete Emails

On the **Inbox** screen, touch and hold the email you want to delete, touch any other emails you want to delete as well, then touch .

Manage Multiple Email Accounts

You can add and manage multiple email accounts.

Switch Between Email Accounts

On the **Inbox** screen, touch **Inbox** and select the email account you wish to use.

Change Account Name and Signature

On the **Inbox** screen, go to  > **Settings**, select an account, and set the corresponding **Account name**, **Signature**, and **Default account**.

Log Out of an Email Account

On the **Inbox** screen, go to  > **Settings**, select an account, and touch **Remove account**.

Manage VIP Contacts

Important email contacts can be added as VIP contacts. Emails from VIP contacts will be automatically stored in the VIP inbox.

Add a VIP Contact

You can add VIP contacts using either of the following methods:

- Go to **Email** >  > **Settings** > **VIP contacts**. On the **VIP list** screen, choose **Add** > **Create**, or touch **Add from contacts**.
- Open an email, touch the receiver or sender, then touch **Add to VIP list** in the pop-up dialog.

Delete a VIP Contact

1 Go to **Email** >  > **Settings** > **VIP contacts**.

2 On the **VIP list** screen, touch .

3 Select the VIP contact you want to delete, then touch .

Calculator

Calculator

Use the calculator on your phone to perform basic mathematical calculations and for calculating exponential, logarithmic, and trigonometric functions.

Use the Basic Calculator

You can open Calculator in the following ways:

- Swipe down from the middle of the home screen to display the search box. Search for **Calculator**, and the first result will be the preinstalled **Calculator** app.
- Find **Calculator** in the **Tools** folder.
- Swipe up from the bottom of the lock screen to display the shortcut panel, then touch .

Use the Scientific Calculator

Open the calculator and go to  > **Scientific**.

Copy, Delete, or Clear Numbers

- Copy a calculation result: Touch and hold the calculation result, touch **Copy**, then paste the result somewhere else, such as in a note or message.
- Delete the last digit: Touch .
- Clear the display: Touch . You can also touch  to clear the display after touching  to complete the calculation.

Flashlight

Flashlight

You can turn on the flashlight in the following ways:

- Swipe down from the status bar to open the notification panel, swipe down on it again to show all shortcuts, and touch **Flashlight** to turn on or turn off the flashlight.
- Swipe up from the bottom edge of the lock screen to display the shortcut panel, and touch  to turn on or turn off the flashlight.

When the flashlight is turned on, a notification indicating that it is turned on will be displayed on the lock screen. Touch  to turn off the flashlight.

Compass

Compass

Compass shows you the direction your phone is pointing, as well as your current coordinates and altitude.

 The feature availability varies by device.

1 You can open Compass using either of the following methods:

- Swipe down from the middle of the home screen to display the search box. Search for **Compass**, and the first result will be the pre-installed **Compass** app.
- Find **Compass** in the **Tools** folder.

2 To view your bearings, coordinates, and altitude:

- If you hold your phone flat, the Compass screen will display a dial together with the direction your phone is pointing, your current coordinates, and altitude.
- If you hold your phone upright, the Compass screen will display the viewfinder of the rear camera on your phone, together with the direction your phone is pointing, your current coordinates, and altitude.

3 To lock your current direction, touch the compass dial. The dial marks will turn blue if you go off course.

For more accurate bearings, hold your phone flat or upright when using Compass.

For more precise altitude data, touch  and enable **Online altitude calibration**.

Mirror

Use Your Phone as a Mirror

You can use your phone as a mirror to check how you look.

Go to **Tools > Mirror**. You can then:

- Zoom in or out: Drag the zoom slider at the bottom. You can also touch the screen twice to zoom in and touch it twice again to restore the original view.
- Save the image: Touch the screen to pause on the current image. Touch the screen again to resume. When the image is paused, touch  to save the image. You can find the saved image in **Gallery**.
- Adjust mirror brightness: Touch  or  at the top of the screen.
- Fog up the screen: Touch  and enable **Blow**. Then blow air into the microphone so that the screen fogs up. Wipe the screen to clear the fog.

- Change the mirror frame: Touch  to switch to a different frame.
- Create a broken mirror effect: Touch and hold the screen to "break" the mirror, complete with a sound effect. Touch the screen again to "fix" the mirror.

App Twin

Enable App Twin

App Twin enables you to log in to two WhatsApp or Facebook accounts simultaneously, allowing you to keep your work and private life separate.

 **App Twin** is only supported by some apps.

Go to **Settings > Apps > App Twin**, and enable **App Twin**. The twin app will then be displayed on the home screen.

Optimizer

Clean Up Phone Storage

You can use **Cleanup** in **Optimizer** to scan for redundant or large files, such as app residue, unwanted installation packages, WeChat data, and more. Once detected, you can choose whether or not to delete files as suggested.

- 1 Open **Optimizer**, then touch **Cleanup**.
- 2 When the scan is complete, touch **Clean up** after each item and delete any files you don't need.

Automatically Clean Up System Trash

- 1 Open **Optimizer**, and touch **Cleanup**.
- 2 Swipe down from the top of the screen, and your phone will automatically clean up system trash.

Manually Clean Up System Trash

In addition to automatic cleanup, your phone will also detect and recommend trash files for you to clean up manually.

On the **Cleanup** screen, touch **Clean up** next to a category, select the items you want to clean up, then touch **DELETE**.

Clean Up Duplicate Files

Optimizer can identify duplicate files on your phone.

On the **Cleanup** screen, touch **Duplicate files**, then select unwanted files to delete them.

Manage Data Usage

Open **Optimizer**, then touch **Data usage** to view data usage and manage network access.

View and Manage High Data Consumption Apps

- 1 You can find out how much data your apps are using in comparison to each other by going to **Data usage this month** on the Data usage screen.
- 2 Touch a high data consumption app to set mobile data, roaming data, or background data usage limits for it.

View and Set the Network Access Permission of an App

On the Data usage screen, touch **Network access**, then change the settings for apps that consume a large amount of data (such as video streaming apps) so they can only be used when you are connected to a Wi-Fi network.

Enable or Disable Smart Data Saver

Enable Smart Data Saver to prevent apps from using mobile data in the background.

- 1 On the Data usage screen, touch **Smart Data Saver**, then enable it. The  icon will then display in the status bar.
- 2 If you want to allow unrestricted access to data for some apps even when they are running in the background, toggle on the switches for these apps.

Filter and Block Spam Calls

Set different block rules to block sales, fraud, and other kinds of spam calls.

Filter Spam Calls

- 1 Go to **Phone** >  > **Blocked** > .
Alternatively, go to **Optimizer** > **Blocked** > .
- 2 Touch **Call block rules** and toggle on the switches of corresponding block rules.

Block Incoming Calls from Specific Numbers

You can block incoming calls from specific numbers using either of the following methods:

- Go to **Phone** >  > **Blocked** >  > **Blocklist**, touch , then add the phone numbers you want to block.
- Open **Phone**, touch the **Contacts** tab, touch the contact you want to block, then choose  > **Block contact**.

Set Whether to Receive Notifications for Blocked Calls

Go to **Phone** >  > **Blocked** >  > **Receive notifications** and set whether to receive notifications when calls are blocked.

Filter and Block Spam Messages

Set different block rules, such as your blocklist, to block sales, fraud, and other kinds of spam messages.

Block Spam Messages

1 Go to **Messaging** >  > **Blocked** > .

Alternatively, go to **Optimizer** > **Blocked** > .

2 Touch **Message block rules** and enable **Block unknown numbers**. Your phone will then block all messages from unknown numbers.

Block Messages from Specific Numbers

1 Go to **Messaging** >  > **Blocked** >  > **Blocklist**.

2 Touch  and add the numbers you want to block. SMS and MMS messages sent by these numbers will all be blocked.

Block Messages Containing Specific Keywords

1 Go to **Messaging** >  > **Blocked** >  > **Keyword blocklist**.

2 Touch  and add the keywords to be filtered. All messages containing these keywords will be blocked.

Set Whether to Receive Notifications for Blocked Messages

Go to **Messaging** >  > **Blocked** >  > **Receive notifications** and set whether to receive notifications when messages are blocked.

One-Touch Optimization

Use the **OPTIMIZE** feature of **Optimizer** to keep your phone in an optimal state.

1 Open **Optimizer**, and touch **OPTIMIZE**.

2 Wait until **Optimizer** finishes checking your phone and provides you with the optimization results.

Introduction to HiSuite

Huawei **HiSuite** is a PC-based tool used for managing Huawei smart devices (including phones and tablets).

With Huawei **HiSuite**, you can use a computer to manage the data of your phone, such as contacts, messages, images, videos, and apps. You can also use this tool to back up or restore data, or update your phone to the latest version.

- 1 Visit the official Huawei website on your computer, search for **HiSuite**, then download and install the latest version.
- 2 Use a USB cable to connect your phone to your computer. When the **Use USB to** dialog box is displayed on your phone, select **Transfer files**.
- 3 On the computer, open Huawei **HiSuite** and select **USB**. Then follow the onscreen instructions to establish a connection between your phone and computer.

Back Up and Restore Data Using HiSuite

After installing **HiSuite** on your computer and connecting your computer with your phone, you can use **HiSuite** to back up data (such as contacts, messages, call logs, photos, videos, audio files, and documents) from your phone to your computer. You can also restore data to your phone from your computer.

Back Up Data to a Computer

- 1 Open **HiSuite** on your computer, and click **Back Up** on its home screen.
- 2 Select the items you want to back up.
- 3 Click **Back Up**, follow the onscreen instructions to set the password and password hint, and confirm the settings.
Backup data won't be able to be restored if you forget the password.
- 4 **HiSuite** will then back up the data you selected. Keep the USB cable connected when the data is being backed up.
- 5 Click **Done** when all data has been backed up.

By default, the backup data is saved under **C:\Users*User name*\Documents\Hisuite\backup**

on the computer. To change the backup directory on the computer, go to  > **Settings** > **Back Up**.

Restore Data

- 1 On the **HiSuite** home page, click **Restore**.
- 2 Click **Backup Files**, select the items you want to restore to your phone, then click **Restore**.
- 3 Enter the password for the backup data and click **OK**.
- 4 **HiSuite** will then restore the items you have selected. Keep the USB cable connected when the data is being restored.
- 5 Click **Done** when all data has been restored successfully.

Update the System Using HiSuite

After installing **HiSuite** on your computer and connecting your computer with your phone, you can use **HiSuite** to update the system of your phone.

Update the System Using HiSuite

-  • Your personal data may be erased during a system update. It is recommended that you back up your data before updating your phone.
- Ensure that your phone is at least 20% charged and keep the USB cable connected throughout the update process. Do not power off or restart your phone, or remove or insert a memory card.
- Some third-party apps, such as online banking and game apps, may not be compatible with the latest system version. It might take some time for the app developers to launch a compatible app version.

On the **HiSuite** home page, click **Update**. If a new version is detected, the version number will be displayed and you can click the version number to start updating the system.

Once the update is completed, your phone will automatically restart.

Tips

Tips

Tips provides you with an abundance of information so you can quickly familiarize yourself with your phone and make the best use of it. In **Tips**, you can also find a full set of user guides for more detailed instructions.

Introduction to **Tips** sections:

- Vividly depicted cards: Browse through the easy-to-read cards that contain a short clip or image to quickly get to grips with all the most useful features on your phone. The cards are categorized so you can jump directly to a category you are interested in.
- More tips: Find detailed instructions in the comprehensive user guides.
- Me: Configure the related settings. For example, check for updates of the **Tips** app.

Main functions provided by **Tips**:

- Search: Find what you are looking for by searching for it in the search bar of **Tips**. The search results will also include related topics you may want to know about.
- Like and dislike: Rate the cards and give your feedback.
- Try out features: A **Try now** button is available in certain cards for you to try out the feature immediately.

-  The feature availability varies by device.

Settings

Search for Items in Settings

Quickly Find What You're Looking For

Tired of trudging through layers of settings? Just search for them using the search box.

- Swipe down from the middle of the screen to display the search box. Enter the name of a setting to obtain search results.
- Open **Settings**, and enter the name of a setting in the search box at the top of the screen, to obtain search results.

Wi-Fi

Introduction to Wi-Fi

Connecting to the Internet over Wi-Fi is an effective way to save mobile data. You can also enable Wi-Fi security monitoring to avoid risky hotspots and ensure safe Internet access.

Connect to a Wi-Fi Network

 Be extra careful when connecting to a free public Wi-Fi hotspot to avoid security risks and financial losses resulting from the leakage of your personal data.

- 1 Go to **Settings** > **Wi-Fi**, and enable **Wi-Fi**.
- 2 Connect to a Wi-Fi network on the **Wi-Fi** screen using either of the following methods:
 - Select a Wi-Fi network to connect to under **Available networks**. A password is required for encrypted networks.
 - To manually add a Wi-Fi network, scroll down to the bottom of the screen, touch **Add network**, and enter the SSID and password as prompted to complete the connection.

The  icon displayed in the status bar indicates that the phone is connected to Wi-Fi.

Transfer Data Using Wi-Fi Direct

You can use Wi-Fi Direct to transfer data between Huawei devices. Wi-Fi Direct allows you to transfer large files to a nearby device more quickly than Bluetooth and without having to pair the devices.

- 1 On the receiving device, go to **Settings** > **Wi-Fi** and enable **Wi-Fi**.
- 2 Then go to **More settings** > **Wi-Fi Direct** to start searching for nearby devices that have enabled Wi-Fi Direct.
- 3 On the sending device, touch and hold to select the files you want to share, touch , and select **Wi-Fi Direct**.

 These steps may be different if you are sharing files directly from an app.

- 4 Touch the icon of the receiving device to establish a connection, then share the files.
- 5 On the receiving device, accept the Wi-Fi Direct transfer request.

Then search for and access the **Wi-Fi Direct** folder in **Files** to view the received files.

Select a Network Using Wi-Fi+

When Wi-Fi+ is enabled, if your phone detects a Wi-Fi network that it has previously connected to or is free, it will automatically enable Wi-Fi and connect to the network. Your phone will also evaluate the quality of the current Wi-Fi network and switch to mobile data if the Wi-Fi signal is poor.

- 1 Go to **Settings > Wi-Fi**.
- 2 Touch **More settings** and enable or disable **Wi-Fi+**.

Bluetooth

Bluetooth

You can connect your phone to Bluetooth headsets, speakers, and car kits. You can also use Bluetooth to share data between your phone and other devices.

Make sure your phone is within 10 m (about 33 ft.) of other Bluetooth devices.

Enable or Disable Bluetooth

You can enable or disable Bluetooth in either of the following ways:

- Swipe down from the status bar to open the notification panel, swipe down further to show all shortcut switches, then enable or disable **Bluetooth**. Touch and hold the switch to enter the **Bluetooth** settings screen.
- Go to **Settings > Bluetooth**, then enable or disable **Bluetooth**.

Set a Bluetooth Name

Set a Bluetooth name for your phone to easily identify it during connection.

- 1 On the **Bluetooth** settings screen, toggle the **Bluetooth** switch on.
- 2 Touch **Device name**, enter a name, then touch **OK**.

Pair with a Bluetooth Device

- 1 Enable Bluetooth on the target device and set it to discoverable. For detailed instructions, refer to the device's user guide.
- 2 From your phone, access the **Bluetooth** settings screen, and enable **Bluetooth** to have your phone automatically search for nearby Bluetooth devices.

- 3 From the list of **Available devices**, select the one you want to pair your phone with, and follow the onscreen instructions to complete pairing.

On the **Bluetooth** settings screen, touch  to view tips for connecting various Bluetooth devices.

Transfer Files via Bluetooth

You can use Bluetooth to transfer videos, pictures, contacts, and more to another device provided that both devices are within the effective Bluetooth range.

- 1 Pair the sending and recipient devices via Bluetooth.
- 2 On the sending device, touch and hold a file, select the files you want to share, touch , and select **Bluetooth**.
 Operations may vary if you are sharing files from apps directly.
- 3 Touch the Bluetooth name of the recipient device to start sharing.
- 4 On the recipient device, accept the Bluetooth transfer request.

Unpair a Bluetooth Device

- 1 On the **Bluetooth** settings screen, enable the **Bluetooth** switch.
- 2 In the list of **Paired devices**, touch  next to the name of the device you wish to unpair, then touch **Unpair**.

Mobile Network

Connect to Mobile Data

- 1 Make sure that mobile data is available on your SIM card.
- 2 Connect to mobile data using either of the following methods:
 - Swipe down from the status bar to open the notification panel, then swipe down again to show all shortcuts. Turn on **Mobile data**.
 - Go to **Settings > Mobile network > Mobile data**, and enable **Mobile data**.

To save battery power and mobile data, disable the mobile data service when you don't need it.

Manage SIM Cards

You can enable or disable SIM cards and name them for easier identification.

Enable or Disable a SIM Card

Go to **Settings > Mobile network > SIM management**, and enable or disable a SIM as needed.

Once disabled, a SIM card cannot be used for calling, messaging, or accessing the Internet.

Name Your SIM Card

You can name your SIM cards for easier identification and management. For example, you could mark one SIM card as "Work" and the other as "Personal".

Go to **Settings > Mobile network > SIM management**, and touch  to edit the SIM card name.

Configure Dual SIM Settings

If your phone has two SIM cards inserted, you can set the default mobile data SIM and the default calling SIM, and enable call forwarding between the two SIM cards.

 This feature applies to dual-SIM devices only.

Set the Default Mobile Data and Default Calling SIM Cards

Go to **Settings > Mobile network > SIM management** and set SIM 1 or SIM 2 as the default mobile data or default calling SIM card.

Enable Call Forwarding Between SIM Cards

After enabling call forwarding for both SIM cards, if incoming calls cannot reach one of the SIM cards, they will be forwarded to the other one.

 This feature requires the support of your carrier. For details, contact your carrier.

- 1** Go to **Settings > Mobile network > SIM management > Call forwarding between SIMs**.
- 2** Select a call forwarding mode and turn on the corresponding switch.
Call forwarding between two SIM cards will be enabled when it is configured for both SIM cards.

Quickly Switch the Default Mobile Data SIM

If two SIM cards have been installed on your phone, you can use a shortcut to quickly switch the default mobile data SIM card.

- 1** Swipe down from the status bar to open the notification panel, then swipe down again to show all shortcuts. Turn on **Mobile data**.
- 2** Touch the text under  until a prompt is displayed, then select a SIM card and touch **OK**.

 When the prompt is displayed, touch **Settings** to access the **SIM management** screen.

Share Your Network Connection with Other Devices

Once **Personal hotspot** has been enabled, you can share your mobile data or the Wi-Fi network your phone is currently connected to with other devices.

Share Your Network via Personal Hotspot

-  The settings items vary by device. If your phone does not provide a specific item, it indicates that the corresponding feature is not supported.
- Some Wi-Fi networks that require authentication cannot be shared.

Go to **Settings > Mobile network > Personal hotspot**, and enable **Personal hotspot**. The mobile data or Wi-Fi network connection of your phone will then be shared with other devices.

You can also perform the following for the personal hotspot:

- Set **Device name**.
- Set **Password**.
- Touch **Connected devices** to view the connected devices list and blocklist. Touch a device in the **Connected devices** list to move it to the **Blocklist** list as prompted. You can also remove a device from the list.
- If you are sharing a mobile data network, you can also touch **More** to set **Data limit** and **AP band**.

Share Your Network via Bluetooth

- 1 Go to **Settings > Bluetooth**, and enable **Bluetooth**. Select a device, then follow the onscreen instructions to complete pairing.
- 2 Go to **Settings > Mobile network > Personal hotspot > More**, and enable **Bluetooth tethering**.
- 3 On the **Bluetooth** settings screen of the paired device, touch  next to the name of your device, then enable **Internet access** to share your network.

Manage Data Usage

Open **Optimizer**, then touch **Data usage** to view data usage and manage network access.

View and Manage High Data Consumption Apps

- 1 You can find out how much data your apps are using in comparison to each other by going to **Data usage this month** on the Data usage screen.
- 2 Touch a high data consumption app to set mobile data, roaming data, or background data usage limits for it.

View and Set the Network Access Permission of an App

On the Data usage screen, touch **Network access**, then change the settings for apps that consume a large amount of data (such as video streaming apps) so they can only be used when you are connected to a Wi-Fi network.

Enable or Disable Smart Data Saver

Enable Smart Data Saver to prevent apps from using mobile data in the background.

- 1 On the Data usage screen, touch **Smart Data Saver**, then enable it. The  icon will then display in the status bar.
- 2 If you want to allow unrestricted access to data for some apps even when they are running in the background, toggle on the switches for these apps.

Enable Data Roaming

Once you have activated the international roaming service, you can enable this feature to use mobile data when traveling abroad.

-  • This feature requires the support of your carrier. For details, contact your carrier.
 - Charges may apply when using the international roaming service. For details about how data roaming fees are charged, contact your carrier.

Go to **Settings > Mobile network > Mobile data**, and enable **Data roaming**.

If your phone has two SIM cards installed, configure the settings for SIM 1 and SIM 2 respectively.

More Connections

Enable or Disable Airplane Mode

When taking a flight, you can enable Airplane mode if required to do so by the airline. In Airplane mode, your phone will not be able to make calls, send or receive SMS messages, or use mobile data, but all other functions will be available.

You can enable or disable Airplane mode using either of the following methods:

- Swipe down from the status bar to open the notification panel, then swipe down again to display all shortcuts. Touch  to enable or disable **Airplane mode**.
- Go to **Settings > Mobile network**, and enable or disable **Airplane mode**.

When Airplane mode is enabled, Wi-Fi and Bluetooth will automatically be disabled. You can re-enable them if allowed to do so by the airline.

-  Please make sure your device has been updated to the latest system version.
This feature may vary by device.

Introduction to NFC

Near Field Communication (NFC) is a short-range wireless communications technology that allows mobile and other electronic devices to connect in countless ways, allowing you to transfer data and make mobile payments easily.

-  • Not all devices support NFC.
 - Enable **Read and write/P2P** on the NFC settings screen if available. This feature may vary depending on your carrier.

Enable or Disable NFC

You can enable or disable NFC as follows:

- Swipe down from the status bar to open the notification panel, swipe down further to show all shortcut switches, then enable or disable **NFC**. You can touch and hold **NFC** to access the settings screen.
- Go to **Settings > More connections > NFC**, then enable or disable **NFC**.

Make Quick Payments with NFC

If you have installed a payment app (such as Alipay or WeChat) on your phone and enabled the payment service, you can make payments with NFC.

- 1** Open **NFC** and access the **NFC** settings screen, then select an app as the **Default app**.
- 2** Enable NFC payments in the payment app.
- 3** Hold the NFC sensor (located near the rear camera) of your phone against the NFC sensor of a POS terminal to bring up the payment screen automatically. Complete the payment with a password or fingerprint.

Huawei Share

Huawei Share is a wireless sharing technology that allows you to quickly transfer images, videos, documents, and other types of files between devices. This technology uses Bluetooth to discover nearby devices that supports Huawei Share and Wi-Fi Direct to transfer files without using mobile data.

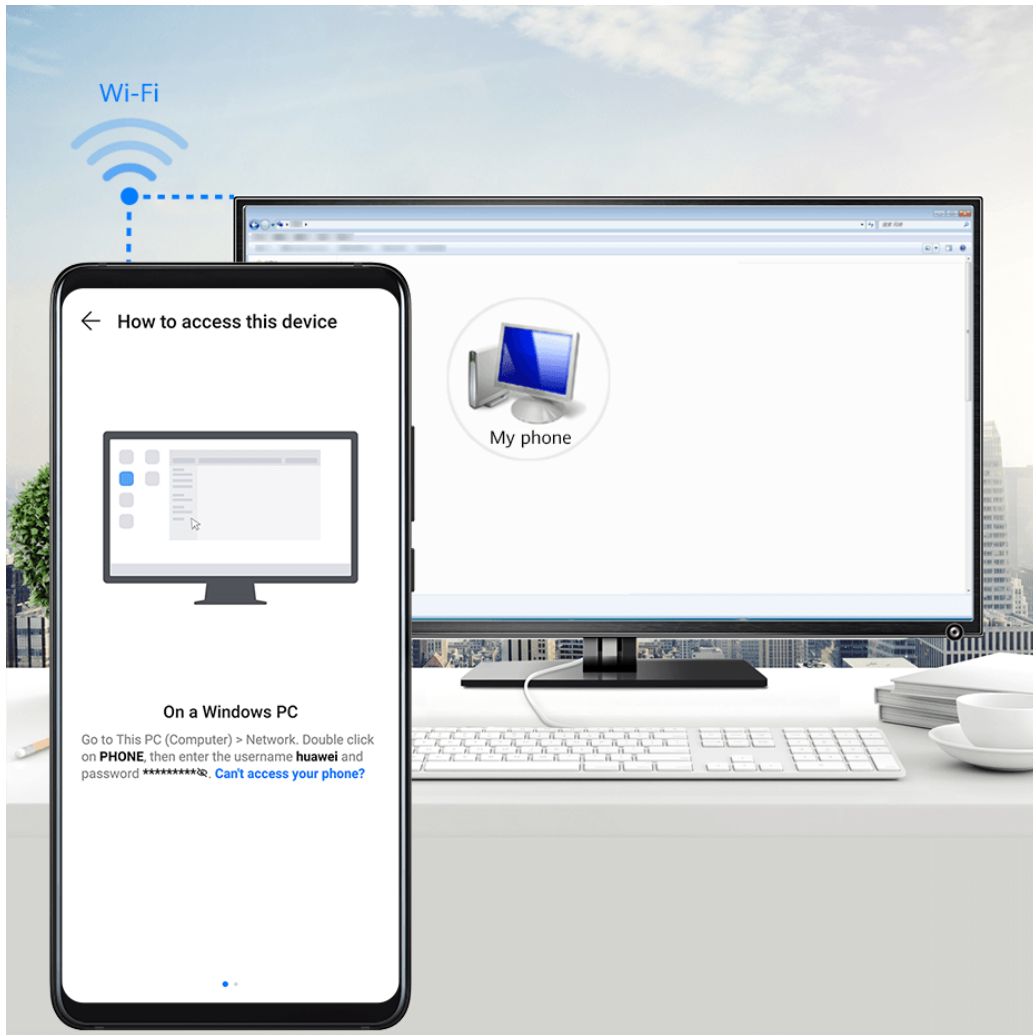
Enable or Disable Huawei Share

You can enable or disable Huawei Share in either of the following ways:

- Swipe down from the status bar to open the notification panel, swipe down on it again to show all shortcuts, then turn on or turn off **Huawei Share**. You can also touch and hold **Huawei Share** to access its settings screen.
- Go to **Settings > More connections > Huawei Share** to enable or disable **Huawei Share**.

Share Files Between Your Phone and Computer with Huawei Share

You can use Huawei Share to easily share files wirelessly between your phone and a computer (Windows or macOS).



- 1 Make sure your phone and computer are connected to the same Wi-Fi network.
- 2 On your phone, enter the **Huawei Share** settings and enable **Huawei Share** and **Computer share**.
- 3 Make a note of the name displayed next to **Name shown on computers**, as well as the user name and password under **Verification on computers**.
- 4 Perform the following operations on a Windows-based computer (desktop or laptop) or a macOS-based computer (laptop):
 - Windows: Go to **This PC (Computer) > Network** on the computer.
 - macOS: Go to **Finder > Go > Network** on the computer.
- 5 On your computer, double-click the name of your phone and enter the user name and password previously noted down.

i Currently, this feature is only available on Macs running macOS 10.8 to 10.14.
- 6 Open a shared folder on your phone, such as the Internal storage or Album folder to view, edit, or copy files from your phone to your computer or vice versa. Changes made to files in the shared folders on your computer will be automatically synced to your phone and vice versa.

One-Touch Printing with Huawei Share

When a printer that supports Huawei Share is nearby, you can use Huawei Share to find the printer and print out pictures or PDF files stored on your phone.



- 1 Depending on the type of printer, ensure the following:
 - Wi-Fi capable printers: The printer must be powered on and connected to the same network as your phone.
 - WiFi Direct capable printers: The printer must be powered on and have enabled WiFi Direct.
 - Bluetooth capable printers: The printer must be powered on and discoverable via Bluetooth.
- 2 On your phone, preview the file to be printed, then go to **Share > Huawei Share**.
- 3 Once the printer has been discovered, touch its name on your phone, and adjust the settings on the preview screen. Then touch **PRINT** to print.
 If you are connecting a Bluetooth printer to your phone for the first time, find the printer on your phone, touch the printer name, then press and hold the Power button on the printer for about 1 second to confirm the connection.
- i For a list of supported printers, touch **Help** on the Huawei Share sharing screen, select **Printers**, then touch **What printers are supported?**.

Transfer Data Between Your Phone and Computer with a USB Cable

- 1 Connect your phone to a computer with a USB cable.

After the driver is automatically installed on the computer, the drive name corresponding to your phone will be displayed when you touch **This PC (Computer)**.

- 2 On your phone, swipe down from the status bar to open the notification panel (you can swipe down further to show all shortcut switches if necessary), touch **Touch for more options**, and select a USB connection mode to transfer data.
 - Touch **Transfer photos** and open the drive corresponding to your phone on your computer. You can then view and copy pictures from your phone to your computer. You can also copy pictures from your computer to your phone.
 - Touch **Transfer files** and open the drive corresponding to your phone on your computer. You can then view and copy audio clips, videos, and documents from your phone to your computer. You can also copy and paste these files from the computer to your phone.
 -  Install Windows Media Player 11 or later on your computer to view media files on your phone.
 - Touch **Input MIDI** to use your phone as the audio input device of the Musical Instrument Digital Interface (MIDI) and play music on your computer.

Print Images and Documents

Connect your phone to a Mopria-certified printer via Wi-Fi, and then you will be able to print images and documents from your phone.

Connect Your Phone to a Printer

- 1 Check the printer manual or consult with its manufacturer to verify that it is Mopria-certified.
If it is not, consult with its manufacturer to install the corresponding app or plug-in for it on your phone.
- 2 Connect your phone and the printer to the same Wi-Fi network using any of the following methods:
 - Connect to a Wi-Fi router: Enable Wi-Fi on the printer and connect it to the Wi-Fi router. On your phone, go to **Settings > Wi-Fi**, enable **Wi-Fi**, touch the same Wi-Fi router, and follow the onscreen instructions to complete the settings.
 - Connect with Wi-Fi Direct: If your printer supports Wi-Fi Direct, follow the instructions in the printer manual to enable this feature. On your phone, go to **Settings > Wi-Fi**, enable **Wi-Fi**, go to **More settings > Wi-Fi Direct**, then touch the printer to establish the connection.
 - Connect to your printer's hotspot: If your printer can double as a wireless hotspot, follow the instructions in the printer manual to enable the hotspot and set a password. On your phone, go to **Settings > Wi-Fi**, enable **Wi-Fi**, touch the printer's hotspot, then follow the onscreen instructions to complete the settings.
- 3 Go to **Settings > More connections > Printing > Default Print Service**, and enable **Default Print Service**.

- 4** Select the printer from the search results and follow the onscreen instructions to add the printer.

Print Files

To print files in **Gallery** and **Notepad**, do the following:

- Print an image: Open **Gallery**. Open the image you want to print, go to **More > Print or export to PDF**, select the printer, then follow the onscreen instructions to complete the printing.
- Print a note: Open **Notepad**. Open the note you want to print, touch **More > Print**, then follow the onscreen instructions to complete the printing.

Connect to a VPN Network

A virtual private network (VPN) is a temporary connection that extends a private network across a public network, encrypting data transmission to provide security.

When working outside the office, you can use a VPN to securely access your company's Intranet.

The following types of servers are supported:

- PPTP: Point-to-Point Tunneling Protocol, offering MPPE encryption.
- L2TP: Layer 2 (Data Link Layer) Tunneling Protocol, offering IPsec PSK and IPsec RSA encryption.
- IPsec Xauth: Offering PSK, RSA, and Hybrid RSA encryption.

Connect to a PPTP Server

- 1** Obtain the required data such as the VPN server name and address from your VPN server administrator.
- 2** Go to **Settings > More connections > VPN > Add VPN network**, enter the VPN name, set the server type to **PPTP**, then enter the server address.
- 3** If the VPN server does not have a DNS address, touch **Show advanced options** and enter the DNS domain, DNS server address, and forwarding route.
- 4** Touch **Save**.
- 5** Touch the VPN you have just set up, enter your VPN user name and password, then touch **Connect**.

Connect to an L2TP/IPsec PSK Server

- 1** Obtain the VPN server name, server address, L2TP key (optional), IPsec identifier (optional), and IPsec pre-shared key from your VPN server administrator.
- 2** Go to **Settings > More connections > VPN > Add VPN network**, enter the VPN name, set the server type to **L2TP/IPsec PSK**, then enter the server address, L2TP key, IPsec identifier, and IPsec pre-shared key.
- 3** If the VPN server does not have a DNS address, touch **Show advanced options** and enter the DNS domain, DNS server address, and forwarding route.

4 Touch **Save**.

5 Touch the VPN you have just set up, enter your VPN user name and password, then touch **Connect**.

Home Screen & Wallpaper

Manage the Home Screen Layout

You can customize the home screen layout to suit your phone usage habits.

Move an App Icon on the Home Screen

Touch and hold an app icon until your phone vibrates, then drag it to the desired position on the home screen.

Keep Home Screen Icons Aligned

Pinch two fingers together on the home screen to access **Home screen settings** mode, then enable **Auto-align**. With this feature enabled, empty spaces will automatically be filled when apps are removed.

Lock Home Screen Icon Positions

Pinch two fingers together on the home screen to access **Home screen settings** mode, then enable **Lock layout**.

Select the Home Screen Layout Pattern

Pinch two fingers together on the home screen, go to **Home screen settings > Layout**, then select a layout pattern you prefer.

Set Your Home Screen in Settings

You can also go to **Settings > Home screen & wallpaper > Home screen settings**, then enable **Auto-align** and more.

Put App Icons in Folders

For easy management of your app icons on the home screen, you can stack similar apps in a folder and name the folder.

- 1** Touch and hold an app icon until your phone vibrates, then drag it over another app. A folder will automatically be created to house these two apps.
- 2** Open a folder, touch its name, then enter a name for it.

Add App Icons to a Folder or Remove Them

Open a folder and touch . Then you can:

- Select one or more apps, and touch **OK** to add them to the folder.

- Deselect one or more apps, and touch **OK** to remove them from the folder. If you deselect all apps, the folder will be deleted.

Use App Drawer to Store Apps

You can put your apps in a drawer and display only frequently used apps on your home screen to streamline your home screen.

 This feature may vary by device.

Enable App Drawer

Go to **Settings > Home screen & wallpaper > Home screen style**, and select **Drawer**.

Once enabled, you can swipe up on the home screen to access all of your apps in the drawer.

Add Apps in the Drawer to the Home Screen

In Drawer mode, you can swipe up on the home screen to display the App Drawer. Touch and hold the app you want to add until your phone vibrates, then drag it to the desired position on the home screen.

Move Apps Back to the Drawer

Touch and hold an app icon until your phone vibrates, then touch **Remove**. This operation will only remove the app icon from your home screen but will not uninstall it.

You can still find it in the app drawer.

Disable the App Drawer

To disable the App Drawer, set **Home screen style** to **Standard**.

Display & Brightness

Adjust the Screen Brightness, Color Mode, and Color Temperature

You can set the screen brightness, color mode, and color temperature according to your preferences.

Automatically Adjust the Screen Brightness

Go to **Settings > Display & brightness**, and enable **Automatic**.

Your phone will automatically adjust the screen brightness according to the ambient lighting conditions.

Manually Adjust the Screen Brightness

You can manually adjust the screen brightness using either of the following methods:

- Swipe down from the status bar to open the notification panel. In the  section, drag the slider to adjust the screen brightness.

- Go to **Settings > Display & brightness**. In the  section, drag the slider to adjust the screen brightness.

Adjust the Color Mode

Go to **Settings > Display & brightness > Color > Color mode & temperature**, and select the color mode that you prefer. **Normal** mode will be easier on your eyes and is therefore recommended.

- **Normal:** natural color tones
- **Vivid:** vivid color tones

Adjust the Color Temperature

Go to **Settings > Display & brightness > Color > Color mode & temperature**, and select the color temperature that you prefer. **Default** and **Warm** will be easier on your eyes and are therefore recommended.

- **Default:** a natural tint
- **Warm:** a yellowish tint
- **Cool:** a whitish tint
- You can touch anywhere on the color circle or drag the spot to adjust the color temperature.

Enable or Disable Natural Tone

Natural tone enables your phone to simulate the way human eyes adapt to ambient lighting to automatically adjust the color temperature.

When the ambient lighting is of a warm color temperature, the screen will take on a yellowish tint; when the ambient lighting is of a cold color temperature, the screen will take on a whitish tint.

Go to **Settings > Display & brightness > Color**, and enable or disable **Natural tone**.

Use Eye Comfort Mode

Eye comfort mode can effectively reduce harmful blue light and adjust the screen to display warmer colors, relieving eye fatigue and protecting your eyesight.

-  Rest your eyes for at least 10 minutes every half an hour.
 - Look into the distance for your eyes to have a break from the screen and to relieve eye fatigue.
 - Cultivating good eye care habits will protect your vision and prevent near-sightedness.

Enable or Disable Eye Comfort Mode

- Swipe down from the status bar to open the notification panel, swipe down on it again to show all shortcuts, then turn on or turn off **Eye Comfort**. You can touch and hold **Eye Comfort** to access the settings screen.
- Go to **Settings > Display & brightness > Eye Comfort**, and enable or disable **Enable all day**.

Once Eye comfort mode is enabled,  will be displayed in the status bar, and the screen will take on a yellow tint since less blue light is being emitted.

Set a Schedule for Eye Comfort Mode

Go to **Settings > Display & brightness > Eye Comfort**, enable **Scheduled**, then set **Start** and **End** according to your preferences.

Customize Eye Comfort Mode

Go to **Settings > Display & brightness > Eye Comfort**, enable **Enable all day** or set up **Scheduled**, and adjust the slider under **Filter level** to customize how much blue light you would like to be filtered.

Enable Dark Mode

You can enable Dark mode to apply a darker color scheme, which helps prevent excessive screen light from irritating your eyes and saves battery power.

Go to **Settings > Display & brightness > Dark mode**, and follow the onscreen instructions to set the related configurations, such as when you would like this feature to take effect.

 The feature availability varies by device.

Adjust Text Style Settings

You can adjust the system text size and app display size, as well as the text style.

Enlarge or Reduce Text Size

Go to **Settings > Display & brightness > Text and display size**, and drag the slider for **Text size**.

Enlarge or Reduce Display Size

Display size determines the size of content (including text and images) displayed within apps.

Go to **Settings > Display & brightness > Text and display size**, and drag the slider for **Display size**.

Use Smart Screen Resolution

Go to **Settings > Display & brightness**, and enable **Smart resolution**. Your phone will automatically adjust the screen resolution according to the current running status.

Full Screen Display

Apply Full Screen Display

- Most apps installed on your phone will automatically adapt to display correctly in full screen.
- For apps that don't, go to **Settings > Display & brightness > More display settings > Full-Screen Display**, and toggle on their switches. Enabling **Full-Screen Display** may cause some apps to display incorrectly, for instance, by being improperly stretched.

Show the Notch

- 1 Go to **Settings > Display & brightness > More display settings > Cutout**, and select **Default**.
- 2 If you want to show or hide the notch for a specific app, touch **Custom**, select the app, then select one of the following options:
 - **Auto**
 - **Show cutout**
 - **Hide cutout**

Hide the Notch

Go to **Settings > Display & brightness > More display settings > Cutout**, and select **Hide cutout**.

Display Carrier Name and Network Speed in the Status Bar

You can check the carrier name and network speed with a single glance at the status bar.

Go to **Settings > Display & brightness > More display settings**, and enable or disable **Display carrier name** and **Display network speed** according to your preferences.

Sounds & Vibration

Do Not Disturb Mode

Do Not Disturb helps you prevent interruptions when you need to focus. When this mode is enabled, calls and messages will be muted.

Enable or Disable Do Not Disturb

You can enable or disable Do Not Disturb using either of the following methods:

- Swipe down from the status bar to open the notification panel, swipe down on it again to show all shortcuts, then turn on or turn off **Do Not Disturb**. You can touch and hold **Do Not Disturb** to access the settings screen.
- Go to **Settings > Sounds & vibration > Do Not Disturb**, and enable or disable **Do Not Disturb**.

Once Do Not Disturb has been enabled,  will display in the status bar. To check for notifications, go to the lock screen or swipe down from the status bar to open the

notification panel. Swipe left on a notification and touch  to delay the notification.

When receiving incoming calls, notifications, and messages, your phone will be muted and will not automatically turn on its screen.

Set a Schedule for Do Not Disturb

- 1 Go to **Settings > Sounds & vibration > Do Not Disturb**, and disable **Do Not Disturb**.
- 2 Enable **Scheduled**. Your phone will enter Do not disturb mode at the specified time on Saturdays and Sundays by default.
- 3 Touch **Scheduled** to set the time frame and repeat cycle.
- 4 You can also touch **Add** to set multiple start times.

Make Exceptions in Do Not Disturb Mode

While in **Do Not Disturb** mode, you can enable your phone to ring for calls and messages from certain sources so you don't miss anything important.

Go to **Settings > Sounds & vibration > Do Not Disturb**, and enable **Do Not Disturb** or **Scheduled**. Then you can:

- Touch **Calls** or **Messages** and select one of the options. If you set an exception, your phone will ring for calls or messages from the selected source.
- Once **Repeated calls** is enabled, a second call from the same number within 15 minutes will not be silenced.

Set a Ringtone for Incoming Calls

You can set your favorite music or a video as the ringtone for incoming calls.

If you are carrying your phone in your pocket, the ringtone volume will gradually increase. This helps prevent you from missing important calls.

-  If your phone has two SIM cards installed, configure the settings for SIM 1 and SIM 2 respectively.

Set a Music Ringtone

- 1 Go to **Phone >  > Settings > Ringtone**.
Or go to **Settings > Sounds & vibration > Phone ringtone**.

- 2 Select a system ringtone, or touch **Music on device** to set a local song as the ringtone.
 - 3 If you select a system ringtone, touch **Vibration** on the same screen, and select **Synchronized (default)**. When there is an incoming call, your phone will vibrate with rhythm while the system ringtone is playing.
-  Not all products support a synchronized vibration and ringtone.

Set a Video Ringtone

Set a video as the ringtone for incoming calls on your phone.

- 1 Go to **Phone** >  > **Settings** > **Ringtone**.
Or go to **Settings** > **Sounds & vibration** > **Phone ringtone**.
- 2 Touch **Video ringtones** and select a video. You can then preview what it looks like for incoming calls.
- 3 Touch **SET** to set the video as the ringtone.

Set a Ringtone for a Contact

Set a different ringtone for a particular contact to distinguish more easily when that contact is calling you.

- 1 Open **Phone**, touch the **Contacts** tab, then select the contact you want to set a ringtone for.
- 2 On the contact details screen, touch **Ringtone** and select a ringtone.

Set a Notification Tone for a Specific App

You can set a notification tone for certain apps by doing the following:

- 1 Go to **Settings** > **Apps** > **Apps**.
 - 2 Select an app (for example, **Notepad**).
 - 3 Go to **Notifications** > **To-do notifications** > **Notification sound**.
 - 4 You can then:
 - Set a tone.
Select a preset tone, or touch **Music on device** to select a locally saved song.
 - Set a vibration pattern.
Touch **Vibration** and select your preferred type of vibration.
When **Synchronized (default)** is selected, your phone will vibrate according to the rhythm of the tone.
For other options, the vibration pattern of your phone is fixed.
-  The feature availability varies by device.

Enable Huawei Histen Sound Effects

Huawei Histen sound effects, with 3D surround sound support, deliver vibrant and crisp sound to create an immersive audio experience.

 Huawei Histen sound effects are only available when a headset is plugged in.

Go to **Settings > Sounds & vibration > Huawei Histen sound effects** and select an option:

- **Auto:** Automatically identifies what you are playing and intelligently applies sound effects to optimize your experience.
- **3D audio:** Delivers 3D spatial sounds.
- **Natural:** Faithfully reproduces the original sounds.
- **Standard:** Requires less power for audio playback. You can also customize equalizer settings yourself to achieve the exact sound you are looking for.

Auto, **3D audio**, and **Standard** modes allow you to select a headset type so you can match the sound effects to your headset.

 Selecting a headset type is available only when a 3.5 mm-jack headset is plugged in. If your phone does not have a 3.5 mm jack, use an original Huawei headset adapter.

Notifications

App Badges

When new notifications arrive for an app, a numbered badge will appear on the app icon. You can also set a dot as the badge, or hide the badge for some or all apps.

Turn Off App Badges

- 1 Go to **Settings > Notifications**, and touch **App icon badges**.
- 2 Turn off the switch for some or all apps.

Change the Badge Display Mode

On the **App icon badges** screen, touch **Badge display mode**, and select **Numbers** or **Dots** according to your preference.

Disable App Notifications

Disable Notifications from a Specific App

If you do not want to be disturbed by notifications from an app, perform either of the following:

- After you receive a notification from the app, swipe left on it in the notification panel, and go to  > **Disable notifications**.
- Go to **Settings > Notifications**, locate and touch the app for which you want to disable notifications, then disable **Allow notifications**.

Hide Content of Notifications on the Lock Screen

To enable this feature:

Go to **Settings > Notifications**, and enable **Hide notification content**.

Intelligently Hide Content of Notifications on the Lock Screen

If Face unlock has been set up on your phone, the **Hide notification content** feature in **Settings > Notifications** can offer increased security. It hides notification content while your phone is locked, and only shows the banner notification content when it identifies your face and no one else is around.

-  Face recognition will be affected if the ambient light is too strong or weak, or when the Swing Gesture Sensor is blocked.

More App Notification Settings

Set the App Notification Mode

Go to **Settings > Notifications** and select an app. You can then set its notification mode.

- Enable **Gentle notifications**: Notifications will only be displayed in the notification panel. There will be no banners, lock screen notifications, or status bar icons, and your phone will not ring or vibrate.
- Enable **Lock screen** and **Banners**.
- Set **Notification sound**: You can change the notification tone, set the vibration pattern, or select **None**.
- Enable **Allow interruptions**: You can still receive notifications from this app even if Do not disturb is enabled.

-  This feature may vary by device.

Notifications Turn on Screen

Go to **Settings > Notifications > More notification settings**, and enable **Wake screen**. Your phone will then automatically turn on the lock screen when it receives a notification.

Show Notification Icons in the Status Bar

Go to **Settings > Notifications > More notification settings**, and enable **Show notification icons in the status bar**.

Biometrics & Password

Set Fingerprints

You can enroll a fingerprint and then use it to unlock the screen and access your Safe, App Lock, and more.

Enroll a Fingerprint

- 1 Go to **Settings > Biometrics & password > Fingerprint ID** and follow the instructions to set or enter the lock screen password.

- 2** Touch **New fingerprint** to begin enrolling your fingerprint.
- 3** Place your fingertip on the fingerprint sensor. When you feel a vibration, lift your finger then press again. Move your finger around to enroll different parts of it.
- 4** When the enrollment has been completed, touch **OK**.

You can now place your finger on the fingerprint sensor to unlock the screen.

Rename or Delete a Fingerprint

- 1** Go to **Settings > Biometrics & password > Fingerprint ID** and enter your lock screen password.
- 2** In the **Fingerprint list** section, touch an enrolled fingerprint to rename or delete it.

Identify a Fingerprint

Fingerprint identification allows you to match your fingers with the enrolled fingerprints.

- 1** Go to **Settings > Biometrics & password > Fingerprint ID** and enter your lock screen password.
- 2** In the **Fingerprint list** section, touch **Identify fingerprint**.
- 3** Touch the fingerprint sensor with your finger. The recognized fingerprint will be highlighted.

Use Your Fingerprint to Access Your Safe

- 1** Go to **Settings > Biometrics & password > Fingerprint ID** and enter your lock screen password.
- 2** Turn on the switch for **Access Safe** and follow the onscreen instructions to link your fingerprint with the Safe.

Now you can go to **Files > Me**, touch **Safe**, then use your fingerprint to access it.

 Please make sure your device has been updated to the latest system version.

Use Your Fingerprint to Access a Locked App

- 1** Go to **Settings > Biometrics & password > Fingerprint ID** and enter your lock screen password.
- 2** Turn on the switch for **Access App Lock** and follow the onscreen instructions to link your fingerprint with App Lock.

You can now touch a locked app on your home screen and use your fingerprint to access it.

Enable and Use Fingerprint Payment

You can use your fingerprint to verify your payments in a payment app.

Go to the payment app and follow the onscreen instructions to enable this feature.

Face Recognition

Face Recognition allows you to unlock your phone or access locked apps with your facial data.

Enroll Facial Data

- 1 Go to **Settings > Biometrics & password > Face Recognition**, and enter your lock screen password.
- 2 Select **Enable raise to wake**.
 -  The settings items vary by device. If your phone does not provide a specific item, it indicates that the corresponding feature is not supported.
- 3 Touch **Get started** and follow the onscreen instructions to enroll your facial data.

Enable Face Unlock

On the **Face Recognition** screen, touch **Unlock device**, and select an unlock method.

-  If you have enabled PrivateSpace on or added multiple users to your phone, you can use Face unlock only in MainSpace or with the Owner account.

Access App Lock with Face Recognition

On the **Face Recognition** screen, enable **Access App Lock**, and follow the onscreen instructions to add your facial data to App Lock.

You can then touch a locked app on your home screen and use face recognition to access the app.

Disable or Delete Facial Data

On the **Face Recognition** screen, you can do the following:

- Disable facial data for certain features: Disable **Unlock device**, or **Access App Lock** as required. This will not delete your facial data.
- Delete facial data: Touch **Delete facial data** and follow the onscreen instructions to delete your facial data.

Lock Screen Password

You can set a numeric, pattern, or hybrid password as your lock screen password.

Set the Lock Screen Password

You can set a numeric, pattern, or hybrid password.

- 1 Go to **Settings > Biometrics & password** and touch **Lock screen password**.
- 2 Enter a password containing 6 digits.
- 3 Alternatively, touch **Change unlock method** and select a password type, then follow the onscreen instructions to input a new password.

Change the Lock Screen Password

- 1 On the **Biometrics & password** screen, go to **Change lock screen password**.
- 2 Enter the original lock screen password.

- 3** Enter a new password, or touch **Change unlock method** to select a password type, then follow the onscreen instructions to input a new password.

Disable Lock Screen Password

On the **Biometrics & password** screen, go to **Disable lock screen password**.

Apps

Enable App Twin

App Twin enables you to log in to two WhatsApp or Facebook accounts simultaneously, allowing you to keep your work and private life separate.

 **App Twin** is only supported by some apps.

Go to **Settings > Apps > App Twin**, and enable **App Twin**. The twin app will then be displayed on the home screen.

View or Change App Settings

Go to **Settings > Apps > Apps** and touch an app. You can force stop it, uninstall it, view and change the app permissions, set notification modes, and more.

 Some apps cannot be uninstalled.

Battery

Check the Power Consumption of Your Phone

Go to **Settings > Battery** (or **Optimizer > **), and you can:

- View **Power consumption details** to learn about the power consumption from the last 24 hours and the power usage ranking of apps.
- Touch a time slot in the Battery level chart to learn about the power consumption for the corresponding period.
- Touch an app and view its **Battery usage details**, or touch **Force stop** to close the app.

 Some pre-installed apps cannot be closed.

Power Management

On the **Battery** screen, you can check the estimated battery time remaining, and enable a power saving mode to extend the battery life of your phone.

Enable Power Saving mode

Power Saving mode: When the battery level is higher than 10%, certain functions will be disabled, background apps will be restricted, and visual effects will be weakened to reduce

power consumption. When the battery level is lower than or equal to 10%, stricter power saving measures are taken to ensure the longest standby time. It is recommended that you enable this mode when the battery level is lower than or equal to 20%.

To do so, go to **Settings** > **Battery** (or **Optimizer** > ) and enable **Power Saving mode**. A  icon will then be displayed in the status bar.

You can touch **Learn more** to view details about power saving measures.

Enable Performance Mode

Performance mode adjusts the power settings of your phone to deliver maximum performance. This will cause the battery to drain more quickly, especially when graphic-intensive apps are used.

When the battery has sufficient power, go to **Settings** > **Battery** (or **Optimizer** > ) and enable **Performance mode**.

A  icon will then be displayed in the status bar.

-  **Performance mode** is available on selected devices only. If the **Performance mode** option is not displayed in **Optimizer**, it indicates that your device does not support the feature.

Enable Smart Charge

Smart Charge learns from your charging habits and manages the charging process intelligently. This feature reduces the battery wear level and prolongs the battery life by reducing the time your device spends fully charged. It is advised that you keep this feature enabled.

For example, if you are used to charging your devices overnight or for an extended period of time, Smart Charge will pause the charging when the battery capacity reaches a certain level. Before you get up in the morning, Smart Charge will resume charging until your device is fully charged. This reduces the time your device spends fully charged to slow down battery wear and prolong the battery life.

-  Data about your charging habits will only be used on your device and will not be backed up or uploaded to the cloud.

To enable this feature, go to **Settings** > **Battery** > **More battery settings**, and enable **Smart Charge**.

Enable Smart Battery Capacity

Smart Battery Capacity intelligently adjusts the maximum available battery capacity based on the current battery state to slow down battery wear and prolong the battery lifespan. It is advised that you keep this feature enabled.

To enable this feature, go to **Settings > Battery > More battery settings**, and enable **Smart Battery Capacity**.

Battery Settings

You can also set whether or not to display the battery percentage in the status bar, and whether to maintain a network connection when the phone screen is turned off.

Display Battery Percentage in the Status Bar

Go to **Settings > Battery** (or **Optimizer > **), touch **Battery percentage**, and select whether the battery percentage will be displayed inside or next to the battery icon.

Stay Connected While Your Device Is Sleeping

Keep your phone connected to the Internet when it sleeps to continue to receive messages or download data in sleep mode. Please note that this may increase power consumption.

To do so, on the **Battery** screen, touch **More battery settings**, and enable **Stay connected while asleep**.

Storage

Check Storage Usage

Go to **Settings > Storage** to check storage usage and optimize it when you feel necessary.

Clean Up Phone Storage

You can use **Cleanup** in **Optimizer** to scan for redundant or large files, such as app residue, unwanted installation packages, WeChat data, and more. Once detected, you can choose whether or not to delete files as suggested.

- 1 Open **Optimizer**, then touch **Cleanup**.
- 2 When the scan is complete, touch **Clean up** after each item and delete any files you don't need.

Automatically Clean Up System Trash

- 1 Open **Optimizer**, and touch **Cleanup**.
- 2 Swipe down from the top of the screen, and your phone will automatically clean up system trash.

Manually Clean Up System Trash

In addition to automatic cleanup, your phone will also detect and recommend trash files for you to clean up manually.

On the **Cleanup** screen, touch **Clean up** next to a category, select the items you want to clean up, then touch **DELETE**.

Clean Up Duplicate Files

Optimizer can identify duplicate files on your phone.

On the **Cleanup** screen, touch **Duplicate files**, then select unwanted files to delete them.

Security

Use the Password Vault to Automatically Fill in the Password

Password Vault saves your usernames and passwords and autofills them for you each time you log in to an app. This data is hardware encrypted and stored only on your device. Huawei does not have access to this data, and will not upload it to the Internet or server.

-  • Before using Password Vault, set a lock screen password for your phone.
- Password Vault is only compatible with certain apps.

Log In Faster with Password Vault

- 1** When you log in to an app for the first time, your phone will automatically prompt you to save the password. Touch **SAVE** when prompted.
If you accidentally touch **Never save**, you can still enable the autofill feature for this app by going to **Settings > Security > Password Vault > Autofill settings**, and toggling on the switch next to this app. When the switch is toggled off, the autofill feature will be disabled.
- 2** If you log out of the app, the next time you log in, your device will autofill the username and password once you have verified your identity with your lock screen password, fingerprint, or face ID.

When you switch to a new Huawei phone, you can use **Phone Clone** to transfer data in Password Vault to your new device.

Disable Password Vault

Password Vault is enabled by default, but can be disabled if required.

Go to **Settings > Security > Password Vault**, and disable **Password Vault**.

Use App Lock to Protect Your Privacy

You can lock apps containing private data, such as chat and payment apps, to prevent unauthorized access.

Enable App Lock

Go to **Settings > Security > App Lock > Enable**, then follow the onscreen instructions to set the App Lock password and select the apps to lock.

If you have enabled face or fingerprint unlock, you can link App Lock with a face ID or fingerprint ID as prompted.

-  This feature may vary by device.

Change the App Lock Password or Security Questions

Enter the **App Lock** settings screen, go to  > **Password type**, and select **Lock screen password** or **Custom PIN** as the App Lock password.

If you select **Custom PIN**, you can go on to set a new password and security questions.

Cancel or Disable App Lock

On the **App Lock** settings screen, do the following:

- **Cancel App Lock:** On the list of locked apps, toggle off the switches beside the apps for which you want to cancel App Lock.
- **Reset App Lock:** Go to  > **Disable App Lock** > **DISABLE**. This will cancel all locks, and clear all App Lock settings.

Pin a Screen

You can pin the screen of an app so you can stay focused on it. Try this feature when playing games, watching videos, and more.

Go to **Settings** > **Security** > **More settings** > **Screen pinning**, and enable **Screen pinning**.

- When using gesture navigation, swipe up from the bottom of the screen and hold to access the recent tasks screen, then touch  on an app preview. To unpin, swipe up twice from the bottom of the screen.
- When using three-key navigation, touch  to access the recent tasks screen, and touch  on an app preview. To unpin, touch and hold .

Safe Mode

Safe mode uses a simplified operating system on your phone with only basic functions and pre-installed apps available. It can be used to locate third-party apps causing system failures.

Safe Mode Functions

After installing certain third-party apps, your phone may fail to work properly. In this case, you can enter Safe mode to check whether the problem has been caused by a third-party app or by the system itself.

- If the system is running properly in Safe mode, the issue is likely caused by a third-party app. In Safe mode, go to **Settings** > **Apps** > **Apps**, find the third-party app in question, and uninstall it after switching back to the normal mode.
- If the system runs abnormally in Safe mode, then the system is faulty. Back up your data and take your device and proof of purchase to an authorized Huawei Customer Service Center for assistance.

Enter and Exit Safe Mode

- Enter **Safe mode**: During the startup process, press and hold the Power and Volume up buttons simultaneously until the selection screen is displayed. Press the Volume button to select **Safe mode** and press the Power button to enter Safe mode. In Safe mode, **Safe mode** is displayed in the lower left corner.
- Exit **Safe mode**: Restart your phone to exit.

Privacy

Manage App Access Permissions

Apps may require certain permissions, such as the Location permission, in order to provide you with corresponding services.

However, some apps may obtain excessive permissions, posing potential risks to your information privacy and security. You can check the permissions granted to each app and deny those you deem unnecessary in system Settings.

Manage the Location Permission

After being granted the Location permission, an app can obtain your location information. For example, if a map app is granted the Location permission, it can provide you with location and navigation services. You can revoke the permission if you do not need these services.

- 1 Go to **Settings > Apps > Permission manager**.
- 2 On the **Permission manager** screen, touch **Location**, then touch the icon of the app you want to change the permission for to manage the Location access.

Manage Permissions to Access Other Private Data

You can also manage permissions to access your personal data, such as Contacts, Messaging, Call logs, Body sensors, Calendar, and Camera, to enjoy better services and protect your privacy.

On the **Permission manager** screen, touch the permission you want to manage, and toggle the switch for each app on or off as required.

Use Location Services

Some apps need to obtain your location information to provide better services. You can enable or disable location services, and grant or deny permissions to access location information for particular apps as required.

Enable or Disable Location Services

You can enable or disable location services in either of the following ways:

- Swipe down from the status bar to open the notification panel (you can swipe further to display all shortcuts), and enable or disable  .
- Alternatively, go to **Settings > Location**, and enable or disable **Access my location**.

After location services are disabled, your phone will prevent all apps and services from collecting and using location information, with the exception of some built-in apps. When these apps or services need to use location information, your phone will remind you to enable location services again.

Increase the Accuracy of Location Services

You can improve the positioning accuracy of your phone by allowing apps and services to scan for nearby Wi-Fi networks and Bluetooth devices or access supplementary data from global navigation satellite systems (GNSS).

 The feature availability varies by device.

Go to **Settings > Location > Advanced settings**, then set the options as required.

Allow or Forbid Apps to Obtain Location Information

You can allow or forbid an app to access location information, including granting permanent access or access when using the app, or denying access to location information.

- 1 Go to **Settings > Privacy > Permission manager**, touch **Location**, and check which apps have been granted access to location information.
- 2 Touch the corresponding app and follow the onscreen instructions to grant or deny permissions.

Accessibility Features

Use a Screen Reader App

Screen reader apps are designed to assist visually impaired users to use a phone.

Enable Color Correction to Customize the Screen Color

Color correction helps people with poor eyesight see the screen content more easily.

- 1 Go to **Settings > Accessibility features > Accessibility > Color correction** and enable **Color correction**.
- 2 Touch **Correction mode** to select a color correction mode.

Use Magnification Gestures

Use magnification gestures to zoom in on the screen.

On the **Accessibility > Magnification** screen, touch **Magnification**, then enable it.

Zoom in or out by touching the screen three times in a row.

- While zoomed in, spread two or more fingers to further zoom in, then pinch two or more fingers together to zoom back out.
- Drag the screen with two or more fingers to view other parts of the screen.

Enable Color Inversion

Color inversion allows you to invert the color of the text and the background. When Color inversion is enabled, your phone will display text in white and the background in black.

On the **Accessibility** screen, enable **Color inversion**.

Use a Shortcut to Activate an Accessibility Feature

You can use Volume buttons to quickly activate an accessibility feature.

- 1** On the **Accessibility** screen, touch **Accessibility shortcut**.
- 2** Touch **Select feature** to select the feature you want to activate with the shortcut.
- 3** Enable **Accessibility shortcut**. You can now press and hold the Volume up and down buttons simultaneously for 3 seconds to activate the feature.

Adjust the Touch and Hold Delay

Touch & hold delay allows you to adjust the time the screen takes to respond when you touch and hold something.

On the **Accessibility** screen, touch **Touch & hold delay**, then select a delay option according to your preferences.

Operate Your Phone with One Hand

You can switch to a mini screen view so you can use your phone with one hand.

- 1** Go to **Settings > Accessibility features > One-Handed mode**, and enable **One-Handed mode**.
- 2** You can access **One-Handed mode** using any of the following methods:
 - If you are using **Gestures** and **Slide across bottom to switch apps** is enabled, swipe across the bottom of the screen and hold.
 - If you are using **Gestures** and **Slide across bottom to switch apps** is disabled, swipe across the bottom of the screen in an arc and hold.
 - If you are using **Three-key navigation**, swipe across the bottom of the screen.
 - If you are using **Gestures** and there is no **Slide across bottom to switch apps** switch, swipe across the bottom of the screen.
- 3** Touch anywhere outside the mini screen view to exit one-handed mode.

One-handed mode will not work if magnification gestures are enabled on your phone.

i If you hold your device with your left hand, it is recommended that you swipe from right to left across the bottom of the screen and hold. The mini screen view will be displayed on the left side of the screen.

If you hold your device with your right hand, it is recommended that you swipe from left to right across the bottom of the screen and hold. The mini screen view will be displayed on the right side of the screen.

The feature availability varies by device.

Please make sure your device has been updated to the latest system version.

Enable or Disable Mistouch Prevention

Enable **Mistouch prevention** to prevent unintended operations caused by accidental touches on the screen, such as when your phone is placed in your pocket or backpack.

Go to **Settings > Accessibility features**, and enable or disable **Mistouch prevention**.

Set Scheduled Power On/Off

Use the **Scheduled power on/off** feature to power your phone on and off at set times, to save power and prevent interruptions while resting.

- 1** Go to **Settings > Accessibility features > Scheduled power on/off**, and enable **Scheduled power on/off**.
- 2** Set the power on and off times, as well as the repeat cycle. Your phone will power on and off automatically at the specified times.

To stop using this feature, disable **Scheduled power on/off**.

Users & Accounts

Add a User or Guest Account

- 1** Go to **Settings > Users & accounts > Users**, touch **Add user** or **Add guest**, then follow the onscreen instructions to add an account.
- 2** Touch **Switch** to switch to the user or guest account. Configure the settings for the new account as prompted.
- 3** Install apps as needed. Note that if a newer version of an app has been installed by another user, the app installation will fail.

A maximum of three user and one guest accounts can be added.

Authorize a User or Guest Account to Make Calls

You can set whether to allow a user or guest account to make calls or use other functions on your phone.

- 1** Access your phone as the administrator and go to **Settings > Users & accounts > Users**.
- 2** Touch the related account, and select the permissions you want to authorize.

Switch Between the Owner, User, and Guest

You can switch to a different account using either of the following methods:

- Swipe down from the status bar to open the notification panel, touch , then touch the profile picture of the account you wish to switch to.
- Go to **Settings > Users & accounts > Users**, and touch the name of the account you wish to switch to.

Delete a User or Guest Account

Deleting a user or guest account will delete all its related data. Please exercise caution.

After accessing your phone as the owner, use either of the following methods to delete a user or guest account:

- Go to **Settings > Users & accounts > Users**, touch the name of the account you wish to delete, then follow the onscreen instructions to delete it.
- Swipe down from the status bar to open the notification panel, touch  > **More settings**, touch the name of the account you wish to delete, then follow the onscreen instructions to delete it.

System & Updates

Change the System Language and Region

- 1 Go to **Settings > System & updates > Language & input > Language and region**, then select the language you want to use.
- 2 If the language is not listed, touch **Add language**, then locate and touch it to add it to the list.
- 3 Touch **Region** to select a country/region, so the display content will adapt to the local culture and habits of the country/region you have selected.

Use Another Input Method

You can download a third-party input method and set it as the default input method.

- 1 Download the input method from an official app market.
- 2 Follow the onscreen instructions to set it as the default input method, or go to **Settings > System & updates > Language & input > Default keyboard** and select the input method.

Set the System Date and Time

Your phone is able to sync to the local date, time, and time zone over a mobile network. You can also manually set the date, time, and time zone for your phone.

Go to **Settings > System & updates > Date & time**, then set the options according to your requirements.

Set the Date and Time Automatically or Manually

- Enable **Set automatically**, and your phone will sync to the local date and time over a mobile network.
- To manually set the date and time, disable **Set automatically**.

 This feature may vary by device.

Change the Time Zone

- Enable **Set automatically**, and your phone will sync to the local time zone over a mobile network.
- To manually set the time zone, disable **Set automatically**.

Change the Time Format

- Enable **24-hour time** and your phone will display time in the 24-hour format.
- Disable **24-hour time** and your phone will display time in the 12-hour format.

Restore Your Phone to Default Settings

Reset Network Settings

This operation will reset your Wi-Fi, mobile data network, and Bluetooth settings. It will not change any other settings on your phone or delete any data.

Go to **Settings > System & updates > Reset**, touch **Reset network settings**, then follow the onscreen instructions to reset network settings.

Restore All Settings

This operation will reset all network settings, your lock screen password, and the home screen layout. If your phone supports fingerprint or facial recognition, the enrolled fingerprints and facial data will be deleted as well. Other data or files will not be deleted from your phone. This operation does not restore the settings of Find Device, Users & accounts, Device administrators, or app settings either.

Go to **Settings > System & updates > Reset**, touch **Reset all settings**, and follow the onscreen instructions to complete the operation.

Restore Factory Settings

This operation will erase data on your phone, including your accounts, app data and system settings, installed apps, music, images, all files in the internal storage, security chip contents, and locally-stored system, app, and personal data related to HUAWEI IDs. Make sure to back up your data before restoring your phone to its factory settings.

Go to **Settings > System & updates > Reset > Reset phone**, touch **Reset phone**, and follow the onscreen instructions to restore factory settings.

Enable or Exit Simple Mode

Simple mode adopts a more concise layout for easy navigation, enlarges icons and fonts for the home screen, and maximizes the volume.

 This feature may vary by device.

Enable Simple Mode

Go to **Settings > System & updates > Simple mode** and touch **Enable**.

Touch and hold any icon to drag it to the desired location or uninstall it if it is not a mandatory app.

Exit Simple mode

Open **Settings** and touch **Exit Simple mode**.

Update Your Phone System Online

When an update is available, your phone will prompt you to download and install the update package.

-  • Before updating, make sure that your phone is running an official system version. Otherwise, the update may fail and your phone may experience some issues.
- Back up your user data before the update.
- After an update, third-party apps that aren't compatible with the new system version may become unavailable. In such cases, it may take some time for a compatible app version to be released.
- During the update, do not power off or restart your phone, remove the memory card, or insert a memory card.

1 Go to **Settings > System & updates**, and touch **Software update**.

2 When an update is available, you can either manually download and install the update package, or choose for your phone to be updated automatically overnight.

- Download and install the update package: Go to **New version > DOWNLOAD AND INSTALL**. To avoid data usage, connect your phone to a Wi-Fi network when downloading the update package.

Your phone will automatically restart once the update is complete.

- Update overnight: Touch , and enable **Auto-download over Wi-Fi** and **Update overnight**.

Your phone will automatically update between 02:00–04:00 and restart once the update is complete.

To ensure a successful overnight update, make sure that your phone is powered on with the screen locked, no alarms set for this period of time, and the battery level higher than 35%. Connect your phone to a charger if necessary.

To disable automatic updates, touch  on the **Software update** screen, then disable **Auto-download over Wi-Fi**.

About Phone

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